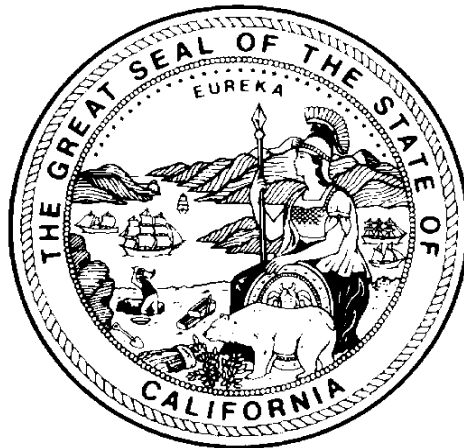


GENERAL ANNOUNCEMENT

*The Employment Development Department
in conjunction with
The California Department of Social Services*

**CAREGIVER TRAINING INITIATIVE
SOLICITATION FOR PROPOSALS**



September 2000

CAREGIVER TRAINING INITIATIVE SOLICITATION FOR PROPOSALS

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SOLICITATION FOR PROPOSALS CAREGIVER TRAINING INITIATIVE

I. PURPOSE AND GOALS

Purpose

Assembly Bill 2876 established the Caregiver Training Initiative (CTI) project. The purpose of the CTI is to develop and implement proposals to recruit, train, and retain caregivers such as Certified Nurse Assistants, Licensed Psychiatric Technicians, Licensed Vocational Nurses, Registered Nurses, and other types of nursing and direct-care staff, including Personal Care Assistants and In-Home Supportive Services Workers. The Governor is making available a total of up to \$25 million to fund these competitive proposals.

Goals of the CTI

The goals of the CTI are to support the Governor's Aging with Dignity Initiative by:

1. Ensuring that California's communities have the well-trained caregivers necessary for all levels of care for California's aging population;
2. Ensuring that communities have the well-trained caregivers necessary to provide continuity of care for California's long-term care needs; and
3. Ensuring that caregivers have employment opportunities, not only for entry-level occupations, but for professional development and career advancement into more highly skilled occupations.

Goal of the Solicitation For Proposals

The goal of this Solicitation for Proposals (SFP) is to select, through a competitive process open to all proposers, regional partnerships comprised of public agencies, business, labor, and public education which are well qualified to use the funds in innovative ways to recruit, train, and retain an adequate supply of caregivers and health care professionals in all occupations to ensure a continuum of community health care throughout California's diverse regions.

II. BACKGROUND

The Governor's Aging with Dignity Initiative devotes substantial funding to help elderly people remain at home, or with their families, rather than in nursing homes; dramatically increase the availability of innovative community-based

alternatives to nursing home care; and enhance the quality of care in California's nursing homes. The Aging with Dignity Initiative includes numerous programs, reviews, and activities to help seniors stay at home, to enhance the quality of care, and to improve enforcement of program and fiscal standards.

The CTI is one of the important projects within the Governor's Aging with Dignity Initiative. Employers in the health care industry suffer from significant shortages of skilled workers in many nursing and direct care occupations, and clear, accessible career paths are not available for all such occupations, particularly those that are entry-level. (Refer to Appendix H—*Minimum Qualifications for In-Home Support, Direct Care Staff, Certified and Licensed Care Providers*, for a description of selected occupations.) Additionally, California, even with its strong economy, is still experiencing substantial unemployment in certain segments of its population.

The CTI is intended to fill these gaps by making up to \$25 million available through competitive grants for recruiting, training, and retaining employees in the health care industry. The CTI is also intended to identify and develop career paths for entry-level occupations and, therefore, enhance the earning potential of caregivers in the health care industry.

The CTI will distribute funding to broad and inclusive partnerships representing designated regions of the state. A State-level partnership, the Caregiver Training Initiative Advisory Council, consisting of public agency directors, industry representatives, representatives of organized labor, and representatives of public education, will provide general oversight of the initiative. The State departments involved in the initiative will provide technical assistance to local partners in forming partnerships and developing proposals. The State will also conduct research into the demand and supply of labor in the health care industry, and will conduct an evaluation of how well this initiative addresses the shortages. (Refer to Appendix J—*Caregiver Training Initiative Advisory Council Members*.)

The Employment Development Department (EDD), in conjunction with the California Department of Social Services (CDSS), under the direction of the California Health and Human Services Agency (CHHSA), is the administrative entity for the CTI program and has been authorized to award grants in Program Year 2000-2001. This SFP announces the availability of up to \$25 million to fund those grants, and provides the information, instructions, and forms necessary for regional partnerships to apply.

III. EXPECTATIONS

In order to be eligible for grants under the CTI, applicants must be new or existing collaborative partnerships that include representatives of the health care industry, public agencies, labor organizations, and public education, and must represent designated regions of the state. Each successful application must identify necessary partners, clearly address compliance issues, and designate a local administrative and fiscal agent(s) to act as the grant recipient.

Successful applications must also:

- Document the need in the region, including occupational vacancy rates and available geographic unemployment rates, and identify the area(s) to be served within the region. (Refer to Section IX of the SFP.)
- Describe how the regional partnership will respond to the documented need through innovative service strategies, how they will bring key stakeholders such as public agencies, health care industry employers, organized labor, and public education together in partnership, and what each of the partners roles and commitments will be in the proposed program. (Refer to Section IX of the SFP.)
- Demonstrate program flexibility and long-term sustainability through the leveraging of other resources, including in-kind contributions and additional funding from collaborative partners. (Refer to Section IX and the *Instructions and Forms Supplement* of the SFP.)
- Provide a strategy for marketing/outreach to both employers and identified target populations within the region. (Refer to Section IX of the SFP.)
- Demonstrate the ability to effectively collect data for the purposes of program accountability and State research and evaluation. (Refer to Sections VI and VII of the SFP.)
- Demonstrate that the proposal achieves the necessary balance between the Workforce Investment Act (WIA) and the Welfare-to-Work (WtW) Grant Program funding sources. (Refer to Section V of the SFP.)
- Demonstrate how the regional partnership program will expend the State WtW Grant matching funds by June 29, 2001. (Refer to Section V of the SFP.)

IV. WHO CAN APPLY

A. Regional Expectations

The State has been divided into nine large regions for the purpose of the CTI. (Refer to Appendix I—*Regional Map*, for a display of the regions.)

Each of these nine regions is comprised of multiple counties and multiple Local Workforce Investment Areas. (Refer to Appendix C—*Local Workforce Investment Areas*, for the names and locations of these local partners.)

Partnerships will generally be expected to represent their entire regions. In some instances, however, this may not be practicable due to geography, demographics, concentration of need, existing collaboration, or other factors. In other instances, existing partnerships, with appropriate justification, may propose to serve regions different from those described in this SFP.

In these instances, more than one regional partnership may apply, or an existing partnership may apply to serve an area that justifiably overlaps another region. Applications such as these must identify the specific sub-regional areas, or overlapping regional areas to be served, and document the reasons and the necessary coordination that support their proposed service area(s).

B. Eligible Applicants

A critical element of each competitive proposal will be the collaboration and composition of the regional partnership, new or existing, which submits and supports the proposal. Eligible applicants must represent broad and inclusive partnerships that include representation from each of the following categories:

- Public agencies;
- Employers;
- Organized labor; and
- Public education.

Eligible partnerships must include representation from those entities in the region necessary to implement the proposed service strategy. To be eligible to apply, a partnership must include public agencies, employers, labor organizations, and public education entities, that are involved in the delivery of health care services in the region; and may include others, such as non-profit agencies. There are no limits on the number and types of participants in a regional partnership. For an example of the collaborative partners for this initiative at the State level, refer to Appendix J—*Caregiver Training Initiative Advisory Council Members*.

Each regional partnership must designate an administrative entity to act as the fiscal agent for the program. The fiscal agent must be willing and able to accept financial responsibility for any disallowed costs resulting from

improper expenditure of funds. In selecting a fiscal agent, the regional partners must also consider whether official action by a County Board of Supervisors, City Council, or other similar body will be necessary before submitting a proposal and accepting funds under this initiative. The time required for such official action will affect the capability of a regional partnership to implement its proposal. Each proposal must include, at a minimum, signed letters of commitment from each of the partners, and signed Memoranda of Understanding or Interagency Agreements, if they have been executed.

Regional partnerships should strongly consider agreements to designate either Local Workforce Investment Areas or County Welfare Departments as the fiscal agents for their programs. The Local Workforce Investment Areas and County Welfare Departments have the necessary experience working with WIA and WtW Grant Program funds to effectively administer the grants. (Refer to Appendix C—*Local Workforce Investment Areas* and Appendix D—*County Welfare and Social Services Directory*, for the names and locations of these local partners.)

Additionally, these two entities are essential partners, along with industry employers, organized labor, and public education in any regional partnership. They offer recruitment and referral of eligible participants, have experience in determining eligibility under the WIA program and the WtW Grant Program, have electronic infrastructure in place for tracking and reporting, and can provide access to necessary labor market information.

V. FUNDING INFORMATION

A. Funding Availability

The Governor is making available a total of up to \$25 million to fund the CTI. There are \$15 million of WIA funds and \$10 million of State General Fund match dollars for the federal WtW Grant Program, available to recruit, train, and retain caregivers in the health care industry. The Governor will consider making awards only to those proposals that include a budget reflecting a 60 percent WIA to 40 percent WtW Grant Program funding ratio.

All funds are subject to their related State and/or federal statutory and regulatory requirements. These requirements are detailed in governing documents which include, but are not limited to, the following: Office of Management and Budget Circulars, the WtW Grant Program, WIA laws and regulations, and applicable sections of Title 29 of the Code of Federal Regulations. The complete text of the applicable laws, regulations, and

other program guidance is available on the Department of Labor Web site, www.doleta.gov. (Refer to Appendix A—*Internet Addresses*, for a list of useful Web sites.)

Special Requirement: The \$10 million of State General Fund monies must be spent by June 29, 2001 to qualify as match for the WtW Grant Program. Any unspent funds after that date must be returned to the State. As a result, the most competitive proposals will demonstrate how the regional partnership will spend the WtW Grant Program matching funds first, and ensure that these monies will be fully expended by the required date.

The State anticipates funding at least one proposal in each of the nine designated regions. Funding will be based on how responsive the applications are to the circumstances in the regions to be served. Overall, the State expects to fund between 8 and 12 contracts, with an average contract amount of \$2 million. The State will not fund any grant for more than \$3 million, but has set no minimum amounts for proposals.

The State WtW Grant matching funds will be available until June 29, 2001. The WIA funds will be available until June 30, 2002. Projects funded by this SFP are anticipated to begin by January 1, 2001. Approved project funding will be distributed through the EDD's subgrant agreement process. For reference purposes, a copy of typical subgrant general provisions is provided in Appendix E—*General Provisions and Standards of Conduct*. No obligation or commitment of funds will be allowed beyond the grant period of performance. Any grant funds not spent during the contract period will be returned to the State.

B. Administrative Cost Limits

The contracts awarded under this SFP will have a 10 percent administrative cost limit applied to the total award. For purposes of developing a budget, the definition of administrative costs is provided in Appendix G—*Administrative Cost Definitions*.

C. Allowable Uses of Funds

Applicants are encouraged to develop proposals, including post-employment supportive services and training for program participants, that include innovative steps for recruiting, training, and retaining caregivers. Supportive services may include providing uniforms, shoes, transportation, day care, background checks, and the instruments necessary for an occupation. As long as participants are enrolled in the program after obtaining entry-level employment, additional training may be provided to

them in order to advance their careers. Individuals employed in entry-level caregiver positions often lack the self-esteem, confidence or motivation to advance to higher paying positions. By providing personal growth and motivational workshops, these barriers can be overcome and people encouraged to advance their careers in the health care industry, rather than seeking better paying employment elsewhere.

Also allowable are customized training approaches that are conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Once employed, skills upgrading and retraining are also allowable activities. Particularly in rural communities with small school districts, funds may be used to hire a registered nurse to provide clinical training as part of the local community college or adult school program. Holding health care job fairs, providing work experience opportunities in health care for high school students, and internships for college and community college students are other possibilities.

Finally, the identification of additional resources in the region is critical in providing other innovative services that are not allowable when using State WtW Grant matching or WIA funds. Consequently, collaborative partnerships must identify additional resources to provide flexibility in design, ensure the participation of other local partners, and offer the most creative solutions to meeting the regional needs. For example, WIA and WtW Grant matching funds may not be used to pay bonuses and salaries, or to set up new proprietary training programs. Other funding sources may not have these limitations. The most productive innovations will be to coordinate, support, enable/empower and use existing resources to achieve the goals of the proposal.

Eligibility for receiving services and training under the CTI will be determined using the eligibility requirements of the WIA and WtW Grant Program funding sources. Under WIA, any adult who is locally determined to have the skills and qualifications to successfully participate in training services, and can benefit from, and is most in need of training, is eligible. The WtW Grant Program eligibility requirements are more restrictive than WIA. However, recent amendments to the WtW Grant program have loosened the eligibility requirements and allow for services to many participants. The amendments lifted restrictions related to barriers to employment, broadened criteria for noncustodial parents and foster children, and added “working poor” to the list of eligible participants.

In general, individuals that are one of the following are eligible for WtW Grant Program services:

- Current recipients of CalWORKs or the WtW Grant Program;

- Noncustodial parents whose minor children receive, or are eligible to receive, CalWORKs assistance or certain other forms of public assistance;
- Individuals aged 18-24 formerly in foster care; and
- Custodial parents with income below 100 percent of the poverty line.

Any adult who is eligible for the WtW Grant Program will also be eligible for WIA services, however not everyone who is eligible for WIA is eligible for the WtW Grant Program. If eligible, individuals may be concurrently enrolled in both programs.

Under the WtW Grant Program, participants may be eligible for a variety of training and supportive services. For instance, under the amended WtW Grant Program, participants can receive a maximum of six months of pre-employment vocational education or job training using State WtW Grant matching funds, as long as the education or training leads to job placement at the end of the six-month period. (Refer to Appendix K—*Welfare-to-Work Grant Eligibility and Allowable Activities*.)

Under the WIA, the primary goal is to help adults obtain employment and retain jobs once they are placed. Most services for adults will be provided through One-Stop Career Centers and begin with core services such as job search and placement assistance. Unemployed adults may also receive intensive services, including comprehensive assessments and case-managed assistance. Ultimately, they may receive training services that are directly linked to job opportunities in their local area.

The WIA can also serve incumbent workers – individuals who are already employed – to upgrade skills, develop better career paths, and attain a higher standard of living. Finally, the WIA program is available to prepare youth for post-secondary educational opportunities and employment. Youth services may connect academic learning and occupational learning through links with employers and by providing services such as tutoring, study skills training, and occupational skills training. Eligible youth under the WIA must be low income and face certain barriers to school completion or employment. (Refer to Appendix L—*Workforce Investment Act Allowable Activities*.)

D. Leveraging Other Resources

Proposals are expected to identify any additional resources, including funding and in-kind services, that will be leveraged to support activities that are not allowable with local State WtW Grant matching funds and/or WIA funds. Leveraged resources can provide flexibility in serving participants and can sustain the project beyond the State funding phase.

VI. PROGRAM ACCOUNTABILITY

Successful applicants must demonstrate the ability to collect, manage, and report to the EDD both system and client outcome data in compliance with WIA program and WtW Grant Program requirements. Applicants also agree to provide additional data required by the State as a condition for grant approval. All funds provided under this SFP are subject to revocation by the State in the event of failure to meet agreed upon performance criteria or reporting requirements.

The State has developed a reporting system to collect data submitted by recipients of the WIA funds and State WtW Grant matching funds. The WtW Grant Program reporting requirements will be furnished to successful proposers after the State awards grants. The WIA reporting requirements for these funds are available on EDD's Internet site: www.edd.ca.gov/wiacom.htm.

[WIAB00-19](#)—Revised WIA Participant Client Forms

[RWIAB99-21](#)—WIA Client Forms Handbook

Program accountability will be assessed as follows:

A. Data Collection

Successful applicants will have developed:

1. Outcome goals with measurable quantitative and qualitative performance indicators; and
2. Systems for collecting and maintaining data to assess program performance.

B. Reporting/Closeouts

Successful applicants will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. Grantees will be required to submit, at a minimum:

1. Monthly accrued expenditure and activity reports;
2. Quarterly actual expenditure and activity reports;
3. A financial and performance report at the end of the grant period (closeout); and
4. Other data as required to assess program compliance and performance.

C. Monitoring

Approved grants will be subject to ongoing monitoring by the State in accordance with existing policies, procedures, and regulations governing the use of WIA and State WtW Grant matching funds.

D. Audit Requirements

Successful applicants that are units of local government or not for profit entities as defined by Office of Management and Budget Circular (OMB) A-133 must ensure that audits required under this circular are performed and submitted when due. Commercial organizations which are subrecipients under WIA Title I and which expend more than the minimum level of federal funds specified in OMB Circular A-133 (\$300,000 as of August 11, 2000) must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit.

E. Performance Goals

The State performance goals for the CTI are derived from the performance goals that California was required to negotiate with the U.S. Department of Labor for the WIA program. These goals, and the measures they accompany, are used to help ensure that the programs funded under the WIA will increase employment, retention in employment, and the earnings of program participants. Refer to Appendix F—*Workforce Investment Act Performance Measures*, for a more detailed description of the WIA performance measures and California's negotiated goals for each of them. The WIA performance goals apply to participants funded by either WIA or State WtW Grant matching funds.

These overall State goals are provided as a point of reference for applicants when developing their local goals. The State recognizes that local performance goals may differ from those presented here. The establishment of local goals will assist the project operator and the State in developing benchmarks. Local program designs may vary significantly and necessitate flexibility in determining performance goals. The Performance Goals Worksheet in the Forms Supplement must be completed and accompany the application.

VII. STATE EVALUATION

A. Purpose

An evaluation of the CTI is required by statute. To better understand the overall impact of the CTI, the State will evaluate the implementation, administration, and outcomes of each funded program. The kinds of research questions to be addressed by the State Evaluation include:

1. Implementation

What barriers were identified for attracting and retaining qualified caregivers? How well did the CTI program contribute to addressing the problem of regional labor shortages in the health care industry?

2. Process

How well did the solicitation and competitive selection process identify the best solutions to removing barriers for attracting and retaining qualified caregivers? How effective were the marketing and outreach strategies in attracting eligible participants to begin careers in the health care industry? What recruitment methods were most successful/unsuccessful? How well did the program develop and implement formal and on-the-job training programs to prepare, hire, and retain qualified caregivers? How effective were the training strategies used to prepare participants to advance in the health care industry?

3. Outcomes

What were the characteristics of the eligible participants who chose to or chose not to participate in the program? Of those who chose not to participate, what were the reasons why? What training strategies were most successful/unsuccessful and under what conditions? How effective was the program in recruiting, hiring, and retaining qualified individuals for the health care industry? How receptive were employers to tax incentives for assisting participants to remain in and complete the program? How effective was the program in transitioning CalWORKs participants into caregiver occupations that offered career advancement opportunities in the health care industry?

B. Responsibilities of Prospective Grantees

To ensure the availability of information necessary to conduct an evaluation and research, grantees are expected to:

- Have computer systems capable of maintaining a database;
- Have trained staff capable of operating and maintaining a computer database;

- Provide state evaluators with access to both automated and original data sources;
- Maintain and provide data on an ongoing and timely basis;
- Track and safeguard confidential participant contact data and provide state evaluators with access to the data;
- Have a capacity for regular communication with state evaluators and provide reasonable access to staff;
- Provide regular progress reports; and
- Facilitate access to partners and sub-contractors.

VIII. TECHNICAL ASSISTANCE

To ensure the success of efforts funded from this SFP, the EDD, in collaboration with the CDSS, will provide technical assistance in the form of Bidders' Conferences (Refer to Section X., *SOLICITATION PROCESS*, for additional information) and an Internet Question and Answer Web page. The Web page will be made available at the following Internet address: www.edd.ca.gov/wiaspind.htm.

Once the proposals are funded, technical assistance will be provided by assigned regional staff to:

- Assist in implementation issues faced by grantees;
- Assist in further development of the partnership programs;
- Provide information on effective practices; and
- Provide liaison activities as determined.

IX. PROPOSAL INSTRUCTIONS

All proposals must adhere to a standard format and, in order to be competitive, must include all of the required information, completed forms, and assurances. Following are general instructions for completion of the proposal narrative, as well as for the assembly of the proposal package.

A. Proposal Format Requirements

The application must be submitted in accordance with the minimum requirements and in the format described below.

1. Minimum Requirements:

- All attached applications and budget forms must be completed;

- The typewritten narrative is limited to fifteen (15) pages, 1½ spaced, in font size no smaller than 12. Supporting documents may be referenced and will not be considered as part of the 15 pages. Forms are also not included in the 15-page limit for the narrative;
- Submit a total of six (6) applications. Two applications with original signatures and four copies;
- Special bindings, report covers, or tabbed separators are not to be used; and
- Proposals must document the inclusion of, and commitments from, public agencies, health care industry employers, organized labor, and public education.

2. Proposal Format Requirements

Refer to Section *IX. INSTRUCTIONS AND FORMS SUPPLEMENT* for line item instructions for completing the required forms of the SFP. Proposals shall contain the following documents in the following order:

- Cover page
- Proposal Summary and Authorized Signature
- Narrative (fifteen [15] pages maximum, typewritten, 1½ spaced, twelve [12] point minimum font size)
- Letters of commitment, Memoranda of Understanding, and Interagency Agreements; Signed letters of commitment or signed Memoranda of Understanding or signed Interagency Agreements from regional collaborative partners are required.
- WtW Line Item Budget
- WIA Line Item Budget
- WtW Planned Quarterly Expenditures
- WIA Planned Quarterly Expenditures
- Additional Project Resources
- WtW Planned Quarterly Participants
- WIA Planned Quarterly Participants
- Performance Goals Worksheet
- Certification of Liability Insurance

B. Narrative

The proposal narrative provides the opportunity to articulate a regional partnership vision for providing services under the CTI. This collaborative effort must offer the best solutions regionally to removing barriers for

attracting, retaining, and advancing qualified caregivers. Applicants should include resources, time frames, and the methodology for accomplishing the region's goals.

The narrative must describe the need in the region for trained caregivers, as well as the employment barriers/needs of the target populations from which potential caregivers will be recruited. Narratives must include verifiable statistics that help demonstrate these needs, and therefore the need for the requested funding. Applicants should use comparative statistics and research when possible.

Narratives must also clearly articulate the service strategies, resources, and collaborations which will be used in fulfilling the described need. This includes plans for sustaining and expanding the program and the partnership beyond the life of the SFP. All proposals meeting the minimum criteria will be evaluated and scored. There is a total of 100 points available for scoring this aspect of the SFP. Listed below are the specific elements of the narrative and their associated point values that will be used to evaluate a proposal's responsiveness to the SFP.

1. Unmet Needs – 20 Points

- Identify the region and the service area(s). Include a geographic description of the area(s) the partnership will serve, whether the area(s) represent the entire designated region or a specific portion thereof, and whether the area(s) overlap an adjacent region.
- Provide written justification if the area(s) to be served does not represent the entire designated region, or if the area(s) to be served overlaps an adjacent region (e.g., concentration of need, demographics, existing partnership).
- Describe the unmet health care industry need within the area(s) to be served. Identify the vacancy rates by targeted occupation and type of care facility. Describe incumbent caregiver training needs within the local health care industry and identify occupations which do not provide clear career paths for incumbent workers. Quantitative sources must be identified and verifiable. (Local One-Stop Career Centers, among others, may be able to provide the necessary information.)
- Include the available published unemployment rates for cities and counties within the proposed service area(s) and document the source of information. (Local One-Stop Career Centers may be able to supply this information.)

- Describe the characteristics of the target population(s) (e.g., CalWORKs recipients, low-skilled workers, underemployed workers) in the proposed service area(s), as well as specific barriers that have prevented the target population(s) from entering employment within the health care industry, or, if incumbent caregivers, prevented them from advancing into higher-skilled, higher-wage occupations.
- Describe why the proposed target group is not adequately being served by the existing regional/local service infrastructure. Describe why health care industry needs for skilled caregivers are not being met adequately by the existing regional/local service infrastructure. This should include a discussion of other projects funded by competitive grants, formula grants, or private funding attempting to meet the same needs in the proposed service area(s).

2. Proposed Strategies – 20 Points

- Describe the comprehensive service process that will be available to participants and identify the partner organizations and the specific services/activities they will provide. Include the project's specific, innovative service strategies, and how they were developed with industry cooperation, to provide entry-level opportunities for participants, as well as matching career paths that will enable participants to advance in the health care industry. Include how necessary support services, such as soft skills training (e.g., attendance, personal grooming, interrelationships on the job), child care, and transportation, will be provided.
- Describe in detail how the proposed services will transition the target group into employment and/or attain ongoing career opportunities in the health care industry, and how such activities will improve the continuum of community health care within the region.
- Describe the proposal's strategies for providing incentives to health care employers to hire or advance program participants (e.g., the Work Opportunity Tax Credit and the Welfare-to-Work Tax Credit), and any incentives for participants to remain in and graduate from the program.

3. Marketing and Outreach Strategies – 15 Points

- Discuss the comprehensive marketing and outreach strategies to attract eligible participants to begin careers in the health care

industry and to promote public awareness within the health care industry of the opportunity to hire and/or advance trained caregivers.

- Describe the process that will be used to recruit participants and the role(s) that partners will play in that process.
- Describe the process that will be used to secure commitments from health care industry employers to hire and/or advance project participants.

4. Local Collaboration and Sustainability – 20 Points

- Describe the regional partnership. Include an identification of all of the partners, what area(s) within the region they represent, and why this partnership is broad and inclusive. Identify how regional partners collaborated in the planning and development of this proposal, to what extent this is new and/or existing collaboration, and how the partnership plans to extend the program beyond the funding phase of this SFP.
- Attach a list of partner organizations, contact names, and contact information. Array the list by type of organization, i.e., public agencies, organized labor, public education, health care industry employers, or others (such as non-profit entities).
- Describe the process that will be used to document eligibility of the participants and the specific roles that partners, such as County Welfare Departments, will play in this process.
- Describe all resources, cash or in-kind, that will be leveraged through State and/or regional partners in order to increase the flexibility of services and to sustain the project beyond the life of this SFP funding.
- Attach any signed Memoranda of Understanding or Interagency Agreements, or letters from each of the partners detailing their commitments, as attachments to this proposal. Letters of support will not document commitments.

5. Demonstrated Capability – 15 Points

- If the applicant currently receives WtW Grant Program or WIA funding, document the success of services provided through that funding, including services similar to those proposed and services provided to the proposed target group(s). A discussion of planned and actual expenditure of funds, and planned and actual service to participants, is necessary to document the success of the project.
- If the applicant has not received WtW Grant Program or WIA funding in the past, include a description of services similar to those proposed

and services provided to the proposed target group(s) using other funding.

- Describe the applicant's ability to accept fiscal liability for these grant funds, and the ability to track and report the progress of stated outcomes. Include a description of the accounting and procurement systems, including the ability to allocate costs between the two funding sources, that will be used to safeguard these funds. In addition, describe the applicant's ability to track participants according to eligibility and services provided.
- Describe the applicant's ability to begin the project immediately. Include the time required to obtain board approvals necessary to execute the subgrant agreement, hire staff, recruit participants, and document eligibility.
- Describe the project budget, including a discussion of planned and actual expenditure of funds, and planned and actual service to participants. Include a description of the applicant's ability to expend the WtW Grant Program funds by June 29, 2001. (Please see the Instructions and Forms Supplement for detailed, line item budget sheets.)

6. Outcomes – 10 Points

- Describe proposed outcomes of the project and how those outcomes were developed (Please see the Instructions and Forms Supplement—*Performance Goals Worksheet*). The project must include employment, retention, earnings change, and certification goals. All performance outcomes must be measurable.
- Describe how the proposed project will achieve the locally proposed outcomes and State evaluation goals described in Section VII of this SFP.

X. SOLICITATION PROCESS

A. Bidders' Conferences

A total of five (5) bidders' conferences will be held to clarify any questions regarding the requirements of the SFP. Sessions are scheduled in Northern California, Central California, the San Francisco Bay Area, and Southern California. Any regional partnership that intends to submit a proposal is urged to attend one of these sessions. Attendees will receive an overview of the SFP and will have the opportunity to ask questions related to the SFP requirements and process. Questions may be asked at the bidders' conferences, or faxed to the EDD at (916) 654-9863. The bidders' conferences are scheduled to begin at 9 a.m. and end at 12 p.m.

Following each bidders' conference, a general grant writing assistance workshop will be conducted from 1 p.m. to 3 p.m.

Dates for bidders' conferences are listed below.

October 5, 2000

Employment Development Department Auditorium
722 Capitol Mall, First Floor, Room Number 198
Sacramento, CA 95814

October 6, 2000

The Holiday Inn Financial District
750 Kearny Street
San Francisco, CA 94108
(415) 433-6600

October 10, 2000

Fresno State Building
2550 Mariposa Mall, Room 1036, First floor
Fresno, CA 93721

October 11, 2000

Wyndham Hotel at Los Angeles Airport
6225 West Century Boulevard
Los Angeles, CA 90045
(310) 670-9000

October 13, 2000

San Diego Marriott Mission Valley
8757 Rio San Diego Drive
San Diego, CA 92108
(619) 692-3800

B. Availability of Proposal Forms

The Instructions and Forms Supplement for this SFP is available in electronic format; you can download the forms at <http://www.edd.ca.gov/wiaspind.htm>. Also, you may request the forms via email at WDBLIB@EDD.CA.GOV (include the word "Caregiver" in the subject line).

C. Proposal Deadline

The deadline for receipt of proposals is **3 p.m. on November 13, 2000**, to the addresses listed below (Section D—*Where to Apply*). A postmark is not relevant to satisfying the deadline. Therefore, any proposal mailed must be received by the EDD Contract Services Group, regardless of when it was postmarked, by 3 p.m., Monday, November 13, 2000. There is no appeal for not meeting the closing date as specified. The EDD Contract Services Group will accept hand-delivered and courier-delivered proposals between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and state holidays, up to the final filing date and time.

LATE PROPOSALS WILL NOT BE ACCEPTED.

D. Where to Apply

Hand Delivered Proposals

ATTN: Caregiver Training Initiative
Contract Services Group
Employment Development
Department
722 Capitol Mall, Room W2099
Sacramento, CA 95814

Mail Delivery

ATTN: Caregiver Training Initiative
Contract Services Group, MIC 62-C
Employment Development
Department
P.O. Box 826880
Sacramento, CA 94280-0001

Courier Service/Overnight Mail

ATTN: Caregiver Training Initiative
Contract Services Group, MIC 62-C
Employment Development
Department
800 Capitol Mall
Sacramento, CA 95814

Due to the need for an original signature, proposals may not be faxed, or electronically transmitted.

E. Notice of Intent to Submit a Proposal

If you intend to submit a proposal for the Caregiver Training Initiative grant funds, please complete and fax the Notice of Intent to Submit a Proposal form below by **October 4, 2000** to:

Attention: Carol Laycock
Workforce Development Branch, MIC 88
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001
Fax (916) 654-9863

The information from this form will be used to update our mailing list for future grant solicitations and other planning purposes. The submission of this form does not obligate your organization to submit a proposal and failure to submit this form will not disqualify you from submitting a proposal.

NOTICE OF INTENT TO SUBMIT A PROPOSAL

Applicant: _____

Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

Email Address: _____

If you want a paper copy of the Instructions and Forms Supplement, please indicate here by checking the box: ☐

F. Appeal Process

The State reserves the right to reject any and all proposals when there are sound reasons in the best interests of the program.

Appeals

The minimum requirements for review consist of all items stated in section *IX.A.1. Minimum Requirements* and *IX.A.2. Proposal Format Requirements*. Proposals meeting these minimum requirements will be forwarded for evaluation and scoring. Should a proposal be disqualified for not meeting these minimum requirements, an appeal may be filed.

Applicants will have ten (10) working days from the postmark date of the disqualification letter to file an appeal. The appellant must submit the facts in writing. The review will be limited to information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of relief sought.

The applicant must provide two copies of the appeal letter and the supporting documents to the EDD's Workforce Development Branch (WDB). The WDB will have ten (10) working days to respond in writing to the appeal.

The review will be limited to determining whether the proposal met the minimum requirements for review of the SFP. The appeal must be in writing and submitted to:

ATTN: Caregivers Training Initiative Appeal
Workforce Development Branch, MIC 88
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

Proposals disqualified for not meeting the deadline for submission and final funding decisions based on the above process are not eligible for appeal.

Caregiver Training Initiative Solicitation For Proposals Instructions and Forms Supplement

September 2000

IX. INSTRUCTIONS AND FORMS SUPPLEMENT

PROPOSAL INSTRUCTIONS

This section contains line item instructions for completing the required forms of the Caregiver Training Initiative Solicitation For Proposals (SFP).

A. PROPOSAL COVER PAGE

Complete the following information for the proposed project:

- Funds Requested – amount of funds requested with this proposal;
- Submitting Entity Name;
- Address where mail may be sent;
- Contact Person Name and Title – name of person who may be called if there is a question concerning the proposal;
- Telephone, Fax, and E-mail address of the proposal contact;
- List Names of Collaborative Partners.

B. PROPOSAL SUMMARY

Complete the following information in the corresponding box:

1. Applicant Name
2. Executive Summary—Briefly describe the proposed project in 100 words or less. The program summary should include a regional collaborative approach, target population(s), targeted occupations, and how you will recruit participants. It is understood that participants will be eligible and all regulations will be followed (do not quote the regulations). Do not exceed the space provided.
3. Checklist—A checklist is provided to assist the applicant and State to ensure all required documents are submitted with the proposal. Make sure the checklist reflects completed documents only.
4. Signature—Type the name, title, and telephone number of the person authorized to submit the proposal. The person authorized to submit the proposal must sign and date the certification.

C. NARRATIVE – (Limited to 15 pages)

This section provides you with the opportunity to provide a vision of your proposed project and the services you will provide. Please refer to Section IX for the required content.

D. LINE ITEM BUDGET (Separate sheet for each, WtW Grant matching funds and WIA)

Indicate the amount of planned expenditures by expense item and cost category for each funding source. Be sure to include total administration and program costs by line item. The Administration and the Program column total should equal the total amount requested.

E. PLANNED QUARTERLY EXPENDITURES (Separate sheet for each, WtW Grant matching funds and WIA)

E.1. The WtW Planned Quarterly Expenditure form requires project expenditures by the quarter ending dates listed. Quarter totals should reflect cumulative expenditures through June 29, 2001.

Indicate the planned WtW Grant amount of expenditures each quarter by cost category. The total of line items A1, Administrative Expenditures and A2, Program Expenditures must total line A, Total Expenditures. The sum of lines B1 through B11 must total line A2, Program Expenditures.

E.2. The WIA Planned Quarterly Expenditure form requires project expenditures by the quarter ending dates listed. Quarter totals should reflect cumulative expenditures through June 30, 2002.

Indicate the planned WIA amount of expenditures each quarter by cost category. The total of line items A1, Administrative Expenditures and A2, Program Expenditures must total line A, Total Expenditures. The sum of lines B1 through B4 must total line A2, Program Expenditures.

F. ADDITIONAL PROJECT RESOURCES

List the source and amount of funds that will be used as leverage and/or match. Additional project resources may include both monetary contributions and in-kind contributions.

Attach documentation of the additional project resources that demonstrate the funds or in-kind contribution committed. Documentation may be a letter, resolution, or other evidence of commitment or award from the contributing source. The dollar amount of the contribution or value of in-kind contribution must be included in the letter of commitment. A letter of support does not constitute a commitment.

G. PLANNED QUARTERLY PARTICIPANTS (Separate sheet for each, WtW Grant matching funds and WIA)

Quarterly Participants—Estimate the cumulative number of participants to be served for each quarter, the number of participants enrolled in the program that were already employed in unsubsidized employment, and the number of participants that will enter unsubsidized employment for each quarter of the program.

Planned Enrollment by Activity—Estimate the cumulative number of participants to be served in each activity in the proposed project by quarter. Participants may be enrolled in multiple activities; therefore the totals in Planned Enrollments by Activity may not sum up to Total Participants Enrolled.

Totals by quarter will reflect cumulative project totals.

H. PERFORMANCE GOALS WORKSHEET

As stated in Section VI. E. of the SFP, the State performance goals for the CTI are derived from the performance goals that California was required to negotiate with the U.S. Department of Labor for the WIA program. These overall State goals are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those presented here. The establishment of local goals will assist the project operator and the State in developing benchmarks. Local program designs may vary significantly and necessitate flexibility in determining performance goals. Your planned performance goals will apply to participants funded by either WIA or State WtW Grant matching funds.

Applicants must describe what their outcome goals will be in regard to their specific program. If program goals differ from the State goals, the proposal should clearly explain what the individual program goals are and how they were determined.

Complete the *Performance Goals Worksheet* with planned performance goals specific to your project. Keep in mind goals and objectives will be the outcomes of your proposed services, as well as the populations you propose to serve. Keep in mind, also, the expected outcomes of the State evaluation that will be conducted as a part of the CTI. Document a clear picture of all the important steps you will take to accomplish each objective.

I. CERTIFICATE OF LIABILITY INSURANCE

Include a current copy of your Certificate of Liability Insurance (see sample).

Proposal No.: _____
(EDD use only)

A. CAREGIVER TRAINING INITIATIVE

SOLICITATION FOR PROPOSALS

Cover Page

Employment Development Department

WtW Grant Matching Funds: \$ _____

WIA Funds: \$ _____

Total Amount Requested: \$ _____

(The total amount requested **must** reflect a 60 percent WIA to 40 percent WtW funding ratio.)

Submitting Entity Name:

Address:

Contact Person Name & Title:

Telephone Number, Fax, and e-mail address:

List names of collaborative partners, their telephone number, fax and e-mail address:

B. PROPOSAL SUMMARY

1. Applicant Name:		
2. Executive Summary - 100 words or less		
3. Checklist		
Minimum Criteria	Included in Proposal	State Use Only
Cover Page	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Summary and Authorized Signature	<input type="checkbox"/>	<input type="checkbox"/>
Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Commitment	<input type="checkbox"/>	<input type="checkbox"/>
WtW Line Item Budget	<input type="checkbox"/>	<input type="checkbox"/>
WIA Line Item Budget	<input type="checkbox"/>	<input type="checkbox"/>
WtW Planned Quarterly Expenditures	<input type="checkbox"/>	<input type="checkbox"/>
WIA Planned Quarterly Expenditures	<input type="checkbox"/>	<input type="checkbox"/>
Additional Project Resources	<input type="checkbox"/>	<input type="checkbox"/>
WtW Planned Quarterly Participants	<input type="checkbox"/>	<input type="checkbox"/>
WIA Planned Quarterly Participants	<input type="checkbox"/>	<input type="checkbox"/>
Performance Goals Worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
4. Signature		
<p><u>Certification:</u> To the best of my knowledge and belief, all information in this proposal is true and correct. The undersigned certifies and warrants on his or her own behalf that as the signatory to this Agreement he or she has the authority to execute this Agreement on behalf of their respective entity. The applicant will comply with the attached assurances if the assistance is awarded.</p>		
Typed Name of Authorized Representative	Title	Telephone No.
Signature	Date	

C. NARRATIVE

1. Unmet Need

2. Proposed Strategies

3. Marketing and Outreach

4. Local Collaboration and Sustainability

5. Demonstrated Capability

6. Outcomes

D.1. WtW LINE ITEM BUDGET

Applicant Name:			
Expense Item	Administration	Program	Total
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Facilities and Communications			
Office Supplies			
Equipment and Furniture			
Tuition Payments/Vouchers			
Testing & Instructional Materials			
Participant Wages & Fringe Benefits			
On-the-Job Training			
Supportive Services/Job Retention Services			
Indirect Cost			
Hardware/Software for Tracking Participants			
Other:			
Total (Funds must be spent by June 29, 2001)			

D.2. WIA LINE ITEM BUDGET

Applicant Name:			
Expense Item	Administration	Program	Total
Staff Salaries			
Staff Fringe Benefits			
Staff Travel			
Facilities and Communications			
Office Supplies			
Equipment and Furniture			
Tuition Payments/Vouchers			
Testing & Instructional Materials			
Participant Wages & Fringe Benefits			
On-the-Job Training			
Supportive Services/Job Retention Services			
Indirect Cost			
Hardware/Software for Tracking Participants			
Other:			
Total			

E.1. WtW PLANNED QUARTERLY EXPENDITURES

Applicant Name:						
Fiscal Quarter Ending Date						
	MAR 2001	JUN 2001				
A. Total Expenditures						
1. Administration Expenditures						
2. Program Expenditures						
B. Program Expenditures by Activities						
1. Job Readiness						
2. Six Months of Pre-Employment Vocational Education or Job Training						
3. Job Placement						
4. Community Service						
5. Work Experience						
6. On-the-Job Training						
7. Job Creation						
8. Post-Employment Services						
9. Job Retention/Support Services						
10. Individual Development Accounts						
11. Other (Describe)						

E.2. WIA PLANNED QUARTERLY EXPENDITURES

Applicant Name:						
Fiscal Quarter Ending Date						
	MAR 2001	JUN 2001	SEP 2001	DEC 2001	MAR 2002	JUN 2002
A. Total Expenditures						
1. Administration						
2. Program Expenditures						
B. Program Expenditures by Activities						
1. Core Services						
2. Intensive Services						
3. Training Services						

F. ADDITIONAL PROJECT RESOURCES

Applicant Name:					
Source and Length of Commitment	Amount	Inkind	Cash	Letter of Commitment Attached	
				Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G.1. WtW PLANNED QUARTERLY PARTICIPANTS

Applicant Name:						
Fiscal Quarter Ending Date						
Quarterly Participants	Mar. 2001	June 2001				
1. Total Participants Enrolled						
2. Unsubsidized Employment at Time of Enrollment						
3. Total Placed in Unsubsidized Employment						
Planned Enrollments by Activity						
1. Job Readiness						
2. Job Placement						
3. Community Service						
4. Work Experience						
5. On-the-Job Training						
6. Six Months of Pre-Employment Vocational Education or Job Training						
7. Job Creation						
8. Post-Employment Services						
9. Job Retention/Support Services						
10. Individual Development Accounts						
11. Other:						

G.2. WIA PLANNED QUARTERLY PARTICIPANTS

Applicant Name:						
Fiscal Quarter Ending Date						
Quarterly Participants	MAR 2001	JUN 2001	SEP 2001	DEC 2001	MAR 2002	JUN 2002
1. Total Participants Enrolled						
2. Unsubsidized Employment at Time of Enrollment						
3. Total Placed in Unsubsidized Employment						
Planned Enrollments by Activity						
1. Job Readiness						
2. Job Placement						
3. Community Service						
4. Work Experience						
5. On-the-Job Training						
6. Six Months of Pre-Employment Vocational Education or Job Training						
7. Job Creation						
8. Post-Employment Services						
9. Job Retention/Support Services						
10. Other: _____						

H. PERFORMANCE GOALS WORKSHEET

Applicant Name:		
Planned Performance Goals/Outcomes		
Performance Goal Description	Goal	Description of how the goal is derived (Attach additional pages as necessary.)

I. CERTIFICATION OF LIABILITY INSURANCE (SAMPLE)

A. ANCHOR™		CERTIFICATE OF LIABILITY INSURANCE			DATE	
PRODUCER All-California Insurance Company 123 Main Street Suite Real #1 California USA 55555 Telephone 916-55555		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
		COMPANIES AFFORDING COVERAGE				
B. INSURED Caregivers Training Initiative of California P. O. Box 826880 Sacramento, California 94280-0001		COMPANY				
		A. NONPROFITS CONSOLIDATED INSURANCE				
		B.				
		C.				
C. COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
	GENERAL LIABILITY	99-5555	10/01/99	10/01/01	GENERAL AGGREGATE PRODUCTS – COMP/OP AGG PERSONAL & ADV INJURY EACH OCCURRENCE FIRE DAMAGE (ANY FIRE) MED EXP.(ANYONE)	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$50,000 \$5,000
	AUTOMOBILE LIABILITY ANY AUTO HIRED AUTOS NON-OWNED AUTOS	99-5555	10/01/99	10/01/01	COMBINED SINGLE LIMIT BODILY INJURY	\$1,000,000
	GARAGE LIABILITY ANY AUTO					
	EXCESS LIABILITY UMBRELLA FORM					
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY					
	OTHER					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS EMPLOYMENT DEVELOPMENT DEPARTMENT, WORKFORCE DEVELOPMENT BRANCH IS NAMED ADDITIONAL INSURED PER ATTACHED ENDORSEMENT AS A FUNDING SOURCE.						
CERTIFICATE HOLDER				D. CANCELLATION		
EMPLOYMENT DEVELOPMENT DEPARTMENT WORKFORCE DEVELOPMENT BRANCH P.O. BOX 826880-MIC 69 SACRAMENTO CA 94280-0001				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEROF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED. AUTHORIZED REPRESENTATIVE		

Internet Addresses

Department of Labor

<http://wtw.doleta.gov>

The U.S. Employment and Training Administration's Department of Labor home page.

Department of Labor

<http://www.dol.gov/dol/osbp/public/sbrefa/welfare.htm>

A step-by-step guide for small businesses on hiring Welfare-to-Work employees.

Employment Development Department (EDD)

<http://www.edd.ca.gov>

The EDD is the administrative entity for the Caregiver Training Initiative (CTI).

The CTI Solicitation for Proposals (SFP) can be accessed from the Employment and Training Community Special Projects page <http://www.edd.ca.gov/wiaspind.htm>. The SFP, instructions, and forms are available on this Web site. You must have Microsoft Word version 6.0 or greater to access and use the forms.

Labor Market Information Division of EDD

<http://www.calmis.ca.gov>

This Web site includes occupational descriptions, wage and demand information, as well as local labor market conditions.

California Department of Social Services

<http://www.dss.cahwnet.gov/>

California Department of Social Services home page. Contains CalWORKs County Plans and will feature Demonstration Project Reports soon.

Health and Human Services Agency

<http://www.hhs.gov>

A database of welfare and Welfare-to-Work news.

California One-Stop Career System

www.sjtcc.cahwnet.gov/SJTCCWEB/one-stop/

California Workforce Investment Act Board

www.calwia.org

Office of Statewide Health Planning and Development

www.oshpd.cahwnet.gov

The Welfare Information Network

<http://www.welfareinfo.org>

Information on welfare reform including, policy analysis and technical assistance.

The Welfare-to-Work Partnership

<http://www.welfaretowork.org/>

A nonpartisan, nationwide effort designed to encourage and assist private sector businesses with hiring people on public assistance.

Society of Human Resource Management

<http://www.shrm.org>

The leading voice of the human resource profession; representing the interests of more than 85,000 members from around the world.

NAM Center for Workforce Excellence

<http://www.nam.org/Workforce/about.html>

Helps U.S. companies educate and train their employees - for the jobs of today and the opportunities of tomorrow.

U.S. Small Business Administration

<http://www.sba.gov>

Welfare-to-Work Initiative for small businesses.

Welfare-to-Work: A Practitioners Guide to California's Programs and Services

<http://www.welfaretowork.ca.gov>

A Web site developed through a collaborative consortium of fifteen State departments. Simplifies the search for program and service information through the use of keyword classifications as well as direct linkages to the participating Departments.

GLOSSARY OF TERMS

This document is a guide for interpreting certain general terms used in the Caregivers Training Initiative (CTI) Solicitation For Proposals (SFP). The following terms are defined specifically as they are used in the CTI SFP.

Administrative Costs

See Appendix G for a definition and examples of administrative costs under the CTI SFP.

Benchmarks

These are standard measurements or evaluations that are used in setting and tracking performance goals.

California Department of Social Services (CDSS)

The CDSS is the State Department designated by the Governor to oversee the CalWORKs program, and is one of the two primary public agency partners, along with the Employment Development Department, in administering the CTI. The CDSS is also the State-level administrative entity for the Welfare-to-Work (WtW) State match funds.

Caregiver

For the purposes of the CTI, a caregiver is any person who is employed within the health care industry and who provides personal or nursing care to California's aging population. Caregiver occupations range from the nursing profession (e.g., Registered Nurses) to direct care occupations (e.g., Personal Care Assistants and In-Home Supportive Services Workers).

County Welfare Departments (CWDs)

CWDs are the local public agencies responsible for implementing the CalWORKs program. The CWDs are also responsible for administering the State matching funds for the WtW Grant Program at the local level. Refer to Appendix D—County Welfare and Social Services Directory, for the names and locations of these local partners.

Custodial Parent

A custodial parent is an adult who has the primary physical custody of a child or children as defined in the California Family Code Section 3800. For the WtW Grant Program, this means biological, adoptive, caretaker relative, guardian, or any other person responsible for the primary care of a minor child.

Eligible Participants

Eligible participants are applicants for services under the CTI who are recruited from the population(s) targeted by a regional CTI program and who meet the eligibility criteria for the Workforce Investment Act (WIA) program and/or the WtW Grant Program.

Employment Development Department (EDD)

The EDD administers the WIA program at the State level, as well as other employment and training programs, including the federal formula WtW Grant Program funds. The EDD is the other primary public agency partner, along with the CDSS, in administering the CTI.

Former Foster Care Youth

Under the WtW Grant Program, a former foster youth is an individual who is at least 18 but is not 25 years of age and, before turning 18, the individual was a recipient of foster care maintenance payments or was in foster care under the responsibility of a state.

In-Kind Contributions

In-kind contributions are non-cash resources, such as staff or equipment, that can be given a cash value and are provided by a regional partner under the CTI.

Job Retention and Support Services

These secondary services to participants in the WtW Grant Program may include, but are not limited to transportation assistance, substance abuse treatment, child-care assistance, emergency or short-term housing assistance, and disability-related services, if such services are not otherwise available.

Leveraged Resources

These are either cash or in-kind contributions provided, through written agreement, by regional partners in support of a CTI proposal. Leveraged resources may support services not funded through either the WIA program or the WtW Grant Program, and may be used to help sustain the CTI program beyond the funding phase of the CTI SFP.

Local WtW Grant Program Partners

These are CWDs, Local Workforce Investment Boards, and other organizations or agencies engaged in services to WtW Grant Program participants.

Local Workforce Investment Boards

These are the public boards responsible at the local level for planning and administering the WIA programs within their Local Workforce Investment Areas. Local

Workforce Investment Boards consist of a variety of mandatory representatives from local public agencies, organized labor, public education, and business, and are the grant recipients for adult, dislocated worker, and youth funds under the WIA program, and for federal formula funds under the WtW Grant Program. Refer to Appendix C—Local Workforce Investment Areas, for the names and locations of these local partners.

NonCustodial Parents (NCPs)

NCPs are biological or adoptive parents who are absent from their children's household(s) due to divorce, separation, desertion, or any other reason, except for absence occasioned solely by reason of the performance of active duty in the uniformed services of the United States.

One-Stop Career Center

One-Stop Career Centers are integrated service delivery sites in Local Workforce Investment Areas that offer WIA core, intensive, and training services. One-Stop Career Centers include mandatory participation from a variety of local workforce investment partners, including public agencies and education.

Region

For purposes of the CTI, a region is any one of nine designated areas in California, as shown in Appendix I—Regional Map.

Regional Partnership

For purposes of the CTI, this is a collaborative coalition of partners, from throughout the designated region, and who represent, at a minimum, public agencies, organized labor, health care industry employers, and public education, and who develop and submit a proposal under the CTI SFP.

Subcontractor

As used in Appendix E—*General Provisions and Standards of Conduct*, subcontractor means the organization/agency that contracts with the Subgrantee to provide services to participants eligible for the regional CTI project.

Subgrantee

As used in Appendix E—General Provisions and Standards of Conduct, refers to the collaborative partnership (or fiscal agent) that receives the funds as a Subgrant of the CTI, administered by the EDD, in consultation with the CDSS.

Subgrantor

As used in Appendix E—General Provisions and Standards of Conduct, means the EDD.

Workforce Investment Act (WIA)

The Workforce Investment Act of 1998, was passed by Congress, and signed by the President, to replace the Job Training Partnership Act program. The WIA reformed federal job training programs by creating a new, comprehensive workforce investment system that is customer-focused and that helps individuals access the tools they need to manage their careers, and U.S. companies to find the skilled workers they require.

Welfare-to-Work (WtW) Grant Program

This program was created in the federal Balanced Budget Act of 1997, to provide transitional assistance to help move hard-to-employ, long-term welfare recipients, as well as NCPs, into unsubsidized employment and economic self-sufficiency. On November 29, 1999, the Act was amended to also include young adults who were recipients of foster care and custodial parents living below the poverty line (working poor).

LOCAL WORKFORCE INVESTMENT AREAS

ALAMEDA COUNTY	FRESNO CITY/COUNTY CONSORTIUM	KINGS COUNTY
Ms. Dorothy Chen, Administrator 22225 Foothill Boulevard, Suite 4 Hayward, CA 94541 Phone (510) 670-5700 Fax (510) 670-5706	Ms. Cindy Merzon Chief Executive Officer 1999 Tuolumne Street, Suite 700 Fresno, CA 93721 Phone (559) 266-3742 Fax (559) 233-9633	Mr. John S. Lehn, Director 124 North Irwin Street Hanford, CA 93230 Phone (559) 585-3532 Fax (659) 585-7395
ANAHEIM	GOLDEN SIERRA CONSORTIUM	LONG BEACH CITY
Mr. Ruben Aceves, Manager c/o 50 South Anaheim Boulevard, Suite 200 Anaheim, CA 92805 Phone (714) 765-4342 Fax (714) 765-4363	Ms. Kim Hemmer, Director 11549 F Avenue Auburn, CA 95603 Phone (530) 823-4631 Fax (530) 885-5579	Mr. Ray Worden, Administrator 200 Pine Avenue, Suite 400 Long Beach, CA 90802 Phone (562) 570-3800 Fax (562) 570-3897
CARSON/LOMITAITORRANCE CONSORTIUM	HUMBOLDT COUNTY	LOS ANGELES CITY
Ms. Patricia D. Unangst Administrator I Civic Plaza, Suite 500 Carson, CA 90745 Phone (310) 518-8130 Fax (310) 518-8214	Mr. Farrel Starr, Director 930 Sixth Street Eureka, CA 95501 Phone (707) 441-4631 Fax (707) 445-6228	Ms. Ann Giagni, Director 215 West 6th Street, 10th Floor Los Angeles, CA 90014 Phone (213) 485-5019 Fax (213) 237-0551
CONTRA COSTA COUNTY	IMPERIAL COUNTY	LOS ANGELES COUNTY
Mr. Ronald A. Wetter Executive Director 2425 Bisso Lane, Suite 100 Concord, CA 94520-4817 Phone (925) 646-5239 Fax (925) 646-5517	Mr. Sam Couchman, Director 2995 South Fourth St., Suite 101 El Centro, CA 92243 Phone (760) 337-5007 Fax (760) 337-5005	Mr. Kenneth Kessler, Director 3175 West Sixth Street, Room 302 Los Angeles, CA 90020 Phone (213) 738-2620 Fax (213) 385-3893
FOOTHILL EMPLOYMENT & TRAINING CONSORTIUM	KERN/INYO/MONO CONSORTIUM	MADERA COUNTY
Mr. Phillip L. Dunn Executive Director 1207 East Green Street Pasadena, CA 91106 Phone (626) 584-8381 Fax (626) 584-8375	Mr. John Nilon Executive Director 2001 28th Street Bakersfield, CA 93301 Phone (661) 336-6849 Fax (661) 336-6855	Mr. Herman Perez Division Administrator 209 East 7th Street Madera, CA 93638 Phone (559) 662-4600 Fax (559) 673-1794

Local Workforce Investment Areas (Continued)

MARIN COUNTY	NAPA COUNTY	ORANGE COUNTY
Ms. Mary Donovan Deputy Director 2980-A Kerner Boulevard San Rafael, CA 94901 Phone (415) 499-7845 Fax (415) 499-7847	Ms. Martha M. Finnegan Director 650 Imperial Way, Suite 101 Napa, CA 94559-1344 Phone (707) 259-8362 Fax (707) 253-4895	Mr. Andrew Munoz, Administrator 1300 S Grand, Building B, 3 rd Floor Santa Ana, CA 92705-4407 Phone (714) 567-7371 Fax (714) 834-7132
MENDOCINO COUNTY	NORTEC CONSORTIUM	RICHMOND CITY
Ms. Susan Roberts WIA Coordinator 631 South Orchard Avenue Ukiah, CA 95482 Phone (707) 463-6390 Fax (707) 463-6392	Mr. Charles Brown Executive Director 7420 Skyway Paradise, CA 95969 Phone (530) 872-9600 Fax (530) 872-5647	Ms. Upesi Mtambuzi, Director 330 25 th Street Richmond, CA 94804 Phone (510) 307-8153 Fax (510) 307-8072
MERCED COUNTY	NORTH CENTRAL CONSORTIUM	RIVERSIDE COUNTY
Ms. Terry Smith-Tatum, Director 1880 West Wardrobe Avenue Merced, CA 95340-6407 Phone (209) 385-7324 ext. 2003 Fax (209) 725-3592	Mr. Charles Peterson Deputy Director 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 Phone (530) 822-7145 Fax (530) 822-7150	Mr. Jerry Craig Executive Director 1151 Spruce Street Riverside, CA 92507 Phone (909) 955-3100 Fax (909) 955-3131
MONTEREY COUNTY	NOVA (North Santa Clara Valley Job Training Consortium)	SACRAMENTO CITY/ COUNTY CONSORTIUM
Mr. Joseph Werner Executive Director 730 La Guardia Street Salinas, CA 93905 Phone (831) 759-6644 Fax (831) 755-3238	Mr. Michael J. Curran, Director 505 W. Olive, Suite 550 Sunnyvale, CA 94086 Phone (408) 730-7248 Fax (408) 730-7643	Ms. Kathy Kossick Executive Director 1217 Del Paso Blvd. Sacramento, CA 95815 Phone (916) 263-3800 Fax (916) 263-3825
MOTHER LODGE CONSORTIUM	OAKLAND CITY	SAN BENITO COUNTY
Ms. Candace Katosic, Director 19900 Cedar Road North Sonoma, CA 95370 Phone (209) 533-3396 Fax (209) 533-1079	Mr. Al Auletta, Executive Director 250 Frank Ogawa Plaza, Ste. 3315 Oakland, CA 94612 Phone (510) 238-3752 Fax (510) 238-2230	Mr. Atticus L. Williams, Director 481 Fourth Street Hollister, CA 95023 Phone (831) 636-4000 Fax (831) 636-4010

Local Workforce Investment Areas (Continued)

SAN BERNARDINO CITY	SAN JOSE/SILICON VALLEY	SANTA CRUZ COUNTY
Mr. Ernest B. Dowdy Executive Director 599 North Arrowhead Avenue San Bernardino, CA 92401-1201 Phone (909) 888-7881 Fax (909) 889-7833	Mr. Blake Konczal, Director 50 West San Fernando Street, Suite 900 San Jose, CA 95113 Phone (408) 277-3438 Fax (408) 277-3615	Ms. Kathy Zwart, Director 1040 Emeline Avenue Santa Cruz, CA 95060 Phone (831) 454-4080 Fax (831) 454-4651
SAN BERNARDINO COUNTY	SAN LUIS OBISPO COUNTY	SELACO (SOUTHEAST LOS ANGELES CONSORTIUM)
Ms. Janice Eisenbeisz Deputy Director 851 S. Mount Vernon Ave, Suite 22 Colton, CA 92324 Phone (909) 433-3335 Fax (909) 433-3333	Mr. Lee Ferrero, President Creekside Career Center 4111 Broad Street, Suite A San Luis Obispo, CA 93401 Phone (805) 788-2600 Fax (805) 541-4117	Mr. Bill R. Plaster Executive Director 10900 E. 183rd Street, Suite 350 Cerritos, CA 90703 Phone (562) 402-9336 Fax (562) 860-4701
SAN DIEGO CONSORTIUM	SAN MATEO COUNTY	SOLANO COUNTY
Mr. Lawrence G. Fitch Executive Director 1551 4th Avenue, Suite 600 San Diego, CA 921 01 Phone (619) 238-1445 Fax (619) 238-5159	Mr. Robert Schwab, Director 262 Harbor Boulevard, Bldg. A Belmont, CA 94002 Phone (650) 802-5171 Fax (650) 802-5173	Mr. Robert Bloom Executive Director 320 Campus Lane Suisun, CA 94585 Phone (707) 864-3370 Fax (707) 864-3386
SAN FRANCISCO CITY & COUNTY	SANTA ANA CITY	SONOMA COUNTY
Ms. Pamela S. Calloway President 1650 Mission Street, Suite 300 San Francisco, CA 94103-2490 Phone (415) 431-8700 Fax (415) 431-8702	Ms. Patricia Nunn Executive Director 20 Civic Center Plaza (M-25) Santa Ana, CA 92701 Phone (714) 647-5360 Fax (714) 647-6954	Mr. Jerald C.D. Dunn, Director 2245 Challenger Way, Suite 104 Santa Rosa, CA 95407 Phone (707) 565-5550 Fax (707) 565-5655
SAN JOAQUIN COUNTY	SANTA BARBARA COUNTY	SOUTH BAY CONSORTIUM
Mr. John M. Solis Executive Director 850 N. Hunter Street Stockton, CA 95202 Phone (209) 468-3526 Fax (209) 462-9063	Ms. Carol Kurtze, Acting Director 105 East Anapamu Street, Suite 406 Santa Barbara, CA. 93101 Phone (805) 568-3400 Fax (805) 568-3414	Mr. Jan Vogel, Administrator One Manchester Blvd., Suite 450 P.O. Box 6500 Inglewood, CA 90301 Phone (310) 412-5558 Fax (310) 412-4252

Local Workforce Investment Areas (Continued)

STANISLAUS COUNTY	TULARE COUNTY	VENTURA COUNTY
Mr. Terry Plett, Director P.O. Box 3389 Modesto, CA 95353-3389 Phone (209) 558-21 00 Fax (209) 558-2164	Mr. Joseph H. Daniel Administrator 2374 W. Whitendale Avenue Visalia, CA 93278-3146 Phone (559) 737-6323 Fax (559) 624-1041	Mr. Bruce Stenslie, Director 505 Poli Street, Third Floor Ventura, CA 93001 Phone (805) 652-7621 Fax (805) 648-9533
VERDUGO CONSORTIUM	YOLO COUNTY	
Ms. Madalyn Blake, Director 141 North Glendale Avenue, Room 202 Glendale, CA 91206-4996 Phone (818) 548-2053 Fax (818) 548-3724	Mr. Dana Johnson, Director 120 West Main Street Woodland, CA 95695 Phone (530) 661-2750 Fax (530) 666-8193	

COUNTY WELFARE & SOCIAL SERVICES DIRECTORY

Alameda County Dr. Rodger Lum, Director Social Services Agency 401 Broadway, Room 500 Oakland, CA 94607 (510) 271-9100	Alpine County Katherine Kerr, Director Social Services Department P.O. Box 277 Markleeville, CA 96120 (530) 694-2236
Amador County Tracy Russell, Director Health and Human Services Agency 1003 Broadway Jackson, CA 95642 (209) 223-6550	Butte County Patricia Cragar, Director Department of Social Welfare P.O. Box 1649 Oroville, CA 95965 (530) 538-7572
Calaveras County Terri Beaudreau, Director Social Welfare Department 891 Mountain Ranch Road, Government Center San Andreas, CA 95249-9709 (209) 754-6576	Colusa County Bonnie Marshall, Director Dept. of Health & Human Services P.O. Box 370 Colusa, CA 95932 (530) 458-0250
Contra Costa County John Cullen, Director Social Service Department 40 Douglas Drive Martinez, CA 94553 (925) 313-1500	Del Norte County Stephen Brohmer, Director Dept. of Health & Social Services 880 Northcrest Street Crescent City, CA 95531-2313 (707) 464-3191
El Dorado County Glenn Helland, Director Department of Social Services 3057 Briw Road Placerville, CA 95667 (530) 642-7300	Fresno County Don Pierce, Director Employment and Temporary Assistance 4455 E. Kings Canyon Road Fresno, CA 93750-0001 (559) 453-6407
Glenn County Kim Gagghagen, Director Human Resource Agency P.O. Box 611 Willows, CA 95988 (530) 934-6514	Humboldt County Phillip R. Crandall, Director Social Services Department 929 Koster Street Eureka, CA 95501 (707) 445-6103
Imperial County Jim Semmes, Director Department of Social Services 2995 S. Fourth Street, #105 El Centro, CA 92243 (760) 337-6800	Inyo County Susan Holgate, Director Dept. of Health & Human Services Drawer A Independence, CA 93526 (760) 878-0247
Kern County Kathleen M. Irvine, Director Department of Human Services P.O. Box 511 Bakersfield, CA 93302 (661) 631-6000	Kings County William Gundacker, Director Human Services Agency 1200 South Drive Hanford, CA 93230 (559) 582-3241 Ext. 2202

County Welfare & Social Services Directory (Continued)

Lake County Carol Huchingson, Director Department of Social Services P.O. Box 9000 Lower Lake, CA 95457 (707) 995-4200	Lassen County Thomas Keefer, Director Dept. of Health & Human Services P.O. Box 1359 Susanville, CA 96130 (530) 251-8152
Los Angeles County Lynn Bayer, Director Dept. of Public Social Services 12860 Crossroads Parkway South City of Industry, CA 91746 (562) 908-8400	Los Angeles County Anita Bock, Director Dept. of Children & Family Services 425 Shatto Place Los Angeles, CA 90020 (213) 351-5602
Madera County Hubert Walsh, Director Department of Human Services 629 E. Yosemite Avenue Madera, CA 93638 (559) 675-7841	Marin County Nancy Rubin, Director Dept. of Health and Human Services 20 N. San Pedro Road, Ste. 2028 San Rafael, CA 94903 (415) 499-6924
Mariposa County Nancy Bell, Acting Director Human Services Department P.O. Box 7 Mariposa, CA 95338 (209) 966-3609	Mendocino County Alison Glassey, Director Social Services Department P.O. Box 1060 Ukiah, CA 95482 (707) 463-7700
Merced County Grover Omyer, Director Human Services Agency P.O. Box 112 Merced, CA 95341 (209) 385-3000	Modoc County Pauline Cravens, Acting Director Department of Social Services 120 North Main Street Alturas, CA 96101 (530) 233-6501
Mono County Marilyn Berg, Director Department of Social Services P.O. Box 576 Bridgeport, CA 93517 (760) 932-7291	Monterey County Marie Glavin, Director Social Services Department 1000 S. Main Street, Ste. 208 Salinas, CA 93901 (831) 755-4400
Napa County Terry Longoria, Director Health & Human Services Agency 2261 Elm Street Napa, CA 94559-3721 (707) 253-4279	Nevada County Phyllis Murdock, Director Public Social Services Dept. P.O. Box 1210 Nevada City, CA 95959 (530) 265-1340
Orange County Larry Leaman, Director Social Services Agency 888 North Main Street, Bldg. 160 Santa Ana, CA 92701-3518 (714) 541-7700	Placer County Raymond J. Merz, Director Health & Human Services Dept. 11519 B Avenue Auburn, CA 95603 (530) 889-7610

County Welfare & Social Services Directory (Continued)

Plumas County Elliott Smart, Director Dept. of Social Services P.O. Box 360 Quincy, CA 95971 (530) 283-6350	Riverside County Dennis Boyle, Director Dept. of Public Social Services 4060 County Circle Drive Riverside, CA 92503 (909) 358-3000
Sacramento County Cheryl Davis, Director Department of Human Assistance 2433 Marconi Avenue Sacramento, CA 95821-4807 (916) 875-3601	San Benito County Marilyn Coppola, Director Health and Human Services Agency 1111 San Felipe Road, #206 Hollister, CA 95023 (831) 636-4180
San Bernardino County John Michaelson, Director Dept. of Social Services 385 North Arrowhead Avenue, 5 th Flr. San Bernardino, CA 92415-0128 (909) 387-5040	San Diego County Steven A. Escoboza, Interim Director Social Service Department 1700 Pacific Hwy., Rm. 207 San Diego, CA 92101-2472 (619) 515-6555
San Francisco City & County Will Lightbourne, Director Department of Human Services P.O. Box 7988 San Francisco, CA 94120 (415) 557-6541	San Joaquin County John Vera, Director Human Services Agency P.O. Box 201056 Stockton, CA 95201-3006 (209) 468-1000
San Luis Obispo County Debby Jeter, Acting Director Social Services Department P.O. Box 8119 San Luis Obispo, CA 93403 (805) 781-1600	San Mateo County Maureen Borland, Director Human Services Agency 400 Harbor Boulevard Belmont, CA 94002 (650) 595-7500
Santa Barbara County Charlene Chase, Director Social Services Department 234 Camino Del Remedio Santa Barbara, CA 93110 (805) 681-4400	Santa Clara County Cliff O'Connor, Interim Director Social Services Agency 1725 Technology Drive San Jose, CA 95110-1360 (408) 441-5100
Santa Cruz County Cecilia Espinola, Administrator Human Resource Agency 1000 Emeline Street Santa Cruz, CA 95060 (831) 454-4045	Shasta County Dennis McFall, Director Department of Social Services P.O. Box 496005 Redding, CA 96049-6005 (530) 225-5777
Sierra County Klaus Ludwig, Director Department of Human Services P.O. Box 1019 Loyalton, CA 96118 (530) 993-6720	Siskiyou County Sher Huss, Director Human Services Department 311 Fourth Street, Room 4 Yreka, CA 96097 (530) 841-2700

County Welfare & Social Services Directory (Continued)

Solano County Donald Rowe, Director Health and Social Services Dept. P.O. Box 4090/MS 3-200 Fairfield, CA 94533-0677 (707) 553-5311	Sonoma County Dianne Edwards, Director Human Services Department P.O. Box 1539 Santa Rosa, CA 95402-1539 (707) 565-2715
Stanislaus County Jeff Jue, Director Department of Social Services P.O. Box 42 Modesto, CA 95353-0042 (209) 558-2500	Sutter County Edward Fischer, Director Welfare & Social Services Division P.O. Box 1535 Yuba City, CA 95992 (530) 822-7230
Tehama County Del R. Skillman, Director Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 (530) 527-1911	Trinity County Linda Wright, Director Health and Human Services Dept. P.O. Box 1470 Weaverville, CA 96093-1470 (530) 623-1265
Tulare County Ronald Probasco, Director Health and Human Services Agency 5957 S. Mooney Blvd. Visalia, CA 93277 (559) 737-4686	Tuolumne County Kent Skellenger, Director Human Services Agency 20075 Cedar Road North Sonora, CA 95370 (209) 533-5711
Ventura County Barbara Fitzgerald, Director Public Social Services Agency 505 Poli Street Ventura, CA 93001 (805) 652-7602	Yolo County Mr. Dana Johnson, Interim Director Social Services Department 120 W. Main Street Woodland, CA 95695 (530) 661-2750
Yuba County Mike Noda, Director Department of Social Services P.O. Box 2320 Marysville, CA 95901 (530) 749-6311	

GENERAL PROVISIONS AND STANDARDS OF CONDUCT

NOTE: The following information is provided only as an example of typical subgrant provisions. The State will negotiate final subgrant provisions with successful proposers.

1. Compliance

In performance of this agreement, the Subgrantee will fully comply with:

- a. The provisions of the WIA/WtW Grant statutes and all regulations, directives, policies, procedures and amendments issued pursuant thereto and/or legislation, which may replace WIA/WtW Grant program;
- b. All State legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures that implement the WIA/WtW Grant programs.
- c. Subgrantee will ensure diligence in managing programs under this agreement including performing appropriate monitoring activities and taking prompt corrective action against known violations of the WIA/WtW Grant programs.
- d. This agreement contains the entire agreement of the parties and supersedes all negotiations, verbal or otherwise, and any other agreement between the parties hereto. This agreement is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the Subgrantor and the Subgrantee.

2. Certification

Except as otherwise indicated, the following certifications apply to all Subgrantees.

- a. Corporate Registration: The Subgrantee, if it is a corporation, certifies it is registered with the Secretary of State of California.
- b. Sectarian Activities: The Subgrantee certifies that this agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.

- c. National Labor Relations Board: The Subgrantee (if not a public entity), by signing this agreement, does swear under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Subgrantee within the immediately preceding two-year period because of Subgrantee failure to comply with an order of a federal court which orders the Subgrantee to comply with an order of the National Labor Relations Board.
- d. Prior Findings: Subgrantee, by signing this agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous contract or grant with the Department of Labor (DOL) or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
- e. Drug-Free Workplace Certification: By signing this Subgrant, the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California that the Subgrantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq. and 29 CFR Part 98) and will provide a drug-free workplace by taking the following actions:
- 1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).
 - 2) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - the dangers of drug abuse in the workplace;
 - the person's or organization's policy of maintaining a drug-free workplace;
 - any available counseling, rehabilitation and employee assistance programs; and,
 - penalties that may be imposed upon employees for drug abuse violations.
 - 3) Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed subgrant/contract:
 - will receive a copy of the company's drug-free policy statement; and,
 - will agree to abide by the terms of the company's statement as a condition of employment on the subgrant/contract.
- f. Child Support Compliance Act: In accordance with the Child Support Compliance Act, the Subgrantee recognizes and acknowledges :

- 1) The importance of child and family support obligations and shall fully comply with applicable State and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
 - 2) That to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).
- g. Debarment and Suspension Certification: By signing this agreement, the Subgrantee hereby certifies under penalty of perjury under the laws of the State of California the Subgrantee will comply with regulations implementing Executive Order 12549, Debarment and Suspension, 29 C.F.R. Part 98.510, that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transitions by any federal department or agency;
 - 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification;
 - 4) Have not within a three year period preceding this agreement had one or more public transactions (federal, State or local) terminated for cause of default.
 - 5) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- h. Lobbying Restrictions: By signing this agreement the Subgrantee hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at 29 CFR Part 93.
- 1) No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or

employee of Congress, or a employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, and cooperative agreement, the undersigned shall complete and submit Standard Form-LLL (exhibit 1), "Disclosure Form to Report Lobbying". In accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for subgrant/contract transactions over \$100,000 (per OMB) at all tiers (including subgrants, contracts and subcontracts, under grants, loan, or cooperative agreements, and that all subrecipients shall certify and disclose accordingly.
- 4) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under the subgrant/contract or termination of the subgrant, or both, and the Subgrantee may be ineligible for award of future state subgrants/contracts if the department determines that any of the following has occurred: (1) false information on the certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

3. Standards of Conduct

The following standards apply to all Subgrantees.

- a. General Assurance: Every reasonable course of action will be taken by the Subgrantee in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. Subgrantee agrees to conform to the nondiscrimination requirements as referenced in WIA, Section 188.
- b. The Subgrantee agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.), which prohibits discrimination on

the basis of disability, and all applicable federal and State laws and regulations, guidelines, and interpretations issued thereto.

- c. Employment of Former State Employees: The Subgrantee will insure that any of its employees who were formerly employed by the State of California in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this agreement, will not be assigned to any part or phase of the activities conducted pursuant to this agreement for a period of not less than two years following the termination of such employment.
- d. Conducting Business Involving Relatives: No relative by blood, adoption or marriage of any executive or employee of the Subgrantee, will receive favorable treatment when considered for enrollment in programs provided by, or employment with, the Subgrantee.
- e. Conducting Business Involving Close Personal Friends and Associates: Executives and employees of the Subgrantee will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the agreement, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates.
- f. Avoidance of Conflict of Economic Interest: An executive or employee of the Subgrantee, an elected official in the area or a member of the Local Board, will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by the Subgrantee or Subgrantor. Supplies, materials, equipment or services purchased with agreement funds will be used solely for purposes allowed under this agreement. No member of the Local Board will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents.

4. Coordination

Subgrantee will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other programs under the WIA, including the Wagner-Peyser Act, Title 38 of the United States Code, and other employment and training programs at the State and local level.

5. Funding

This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this subgrant for the purpose of this program. In addition, this subgrant is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute enacted by the

Congress and Legislature which may affect the provisions, terms, or funding of this subgrant in any manner. The Subgrantor has the option to void or amend this subgrant to reflect any reduction of funds.

- a. At the expiration of the term of this agreement or upon termination prior to the expiration of this agreement, funds not obligated for the purpose of this agreement will be immediately remitted to the Subgrantor, and no longer available to the Subgrantee.
- b. The Subgrantor retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Subgrantee is given prompt notice and the opportunity for a hearing. Failure on the part of the Subgrantee of the Subgrantee to comply with the provisions of this agreement, or with the WIA/WtW Grant regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.
- c. The local Chief Elected Official of a unit of general local government designated as a local Workforce Investment Area shall be liable to the EDD for all funds not expended in accordance with WIA/WtW Grant, and shall return to the EDD all of those funds. If there is more than one unit of general local government in a local Workforce Investment Area, the Chief Elected Official(s) will be individual(s) designated under an agreement executed by the Chief Elected Official(s) of the local units of government. The Chief Elected Official(s) designated under the agreement shall be liable to the EDD for all funds not expended in accordance with the WIA/WtW Grant, and shall return to the EDD all of those funds.

6. Property

All property, finished or unfinished documents, data, studies and reports prepared or purchased by the Subgrantee under this agreement, will be disposed of in accordance with the direction of the Subgrantor. In addition, any tools and/or equipment furnished to the Subgrantee by the Subgrantor and/or purchased by the Subgrantee with funds pursuant to this agreement, will be limited to use within the activities outlined in this agreement and will remain the property of the United States Government and/or the Subgrantor. Upon termination of this agreement, Subgrantee will immediately return such tools and/or equipment to the Subgrantor or dispose of them in accordance with the direction of the Subgrantor.

7. Termination

This agreement may be terminated in whole or in part for either of the two following circumstances:

- a. Termination for Convenience - Either the Subgrantor or the Subgrantee may request a termination for convenience. The Subgrantee will give a ninety (90) calendar-day advance notice in writing to the Subgrantor. The

Subgrantor will give a ninety (90) calendar-day advance notice in writing to the Subgrantee.

- b. Termination for Cause – The Subgrantor may terminate this agreement in whole or in part when it has determined that the Subgrantee has substantially violated a specific provision of the WIA/WtW Grant Regulations or implementing State legislation and corrective action has not been taken.
- All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U. S. Postal Service.

Notices to the Subgrantee will be addressed to:

Telephone () _____

Notices to the Subgrantor will be addressed to:

Workforce Investment Division, MIC 69
Employment Development Department
P. O. Box 826880
Sacramento, CA 94280-0001

8. Amendments

This agreement may be modified by the Subgrantor upon written notice to the Subgrantee under the following circumstances:

- a. There is an increase or decrease in federal or state funding levels.
- b. A modification to the Subgrant is required in order to implement an adjustment or modification to the local Plan.
- c. Funds awarded the Subgrantee have not been expended in accordance with the schedule included in the approved local Plan. After consultation with the Subgrantee, the Subgrantor has determined that funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with State and federal law, regulations and policies, reverting to the Subgrantor.

- d. There is a change in State and federal law or regulation requiring a change in the provisions of this Subgrant.

Except as provided above, this Agreement may be amended only in writing by the mutual agreement of both parties.

9. Insurance

Except for city and county governmental entities, Subgrantees must provide the Subgrantor evidence of the coverage specified in a, b, c and d below. The evidence of coverage shall include the registration number of the subgrant agreement for identification purposes.

- a. Subgrantee will obtain a fidelity bond in an amount of not less than _____ prior to the receipt of funds under this agreement. If the bond is canceled or reduced, Subgrantee will immediately so notify the Subgrantor. In the event the bond is canceled or revised, the Subgrantor will make no further disbursements until it is assured that adequate coverage has been obtained.
- b. Subgrantee will provide general liability insurance with a combined limit of \$1,000,000 or public liability coverage for \$500,000 and property damage coverage for \$100,000. Regardless of the type of coverage secured, a minimum aggregate of \$1,000,000 for public liability and for property damage is required.
- c. Subgrantee will provide broad form automobile liability coverage with limits as set forth in (b) above, which applies to both owned/leased and non-owned automobiles used by the Subgrantee or its agents in performance of this agreement, or, in the event that the Subgrantee will not utilize owned/leased automobiles but intends to require employees, trainees or other agents to utilize their own automobiles in performance of this agreement, Subgrantee will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.
- d. Subgrantee will provide Worker's Compensation Insurance, which complies with provisions of the California Labor Code, covering all employees of the Subgrantee and all participants enrolled in work experience programs. Medical and Accident Insurance will be carried for those participants not qualifying as "employee" (Section 3350, et seq. of the California Labor Code) for Worker's Compensation.
- e. The Subgrantor will be named as "Certificate Holder" of policies secured in compliance with paragraphs a-d above and will be provided certificates of insurance or insurance company "binders" prior to any disbursement of funds under this agreement, verifying the insurance requirements have

been complied with. The coverage noted in b and c above must contain the following clauses:

- 1) Insurance coverage will not be canceled or changed unless 30 days prior to the effective date of cancellation or change written notice is sent by the Subgrantee to:

Financial Management Unit, MIC 69
Workforce Investment Division
Employment Development Department
P. O. Box 826880
Sacramento, CA 94280-0001

- 2) State of California, its officers, agents, employees and servants are included as additional insured, but only insofar as the operations under this agreement are concerned.
- 3) The State of California is not responsible for payment of premiums or assessments on this policy.

10. Accounting and Cash Management

- a. Subgrantee will comply with controls, record keeping and fund accounting procedure requirements of WIA/WtW Grant, federal and State regulations and directives to ensure the proper disbursement of, and accounting for, program funds paid to the Subgrantee and disbursed by the Subgrantee, under this agreement.
- b. Subgrantee will submit requests for cash to coincide with immediate cash needs and assure that no excess cash is on deposit in their accounts or the accounts of any subcontracting service provider in accordance with procedures established by the Subgrantor. Failure to adhere to these provisions may result in funds being provided through a reimbursement process.
- c. The Subgrantor retains the authority to adjust specific amounts requested if the Subgrantor's records and subsequent verification with the Subgrantee indicates that the Subgrantee has an excessive amount of cash in its account.
- d. Income (including interest income) generated as a result of the receipt of WIA/WtW Grant activities, will be utilized in accordance with policy and procedures established by the Subgrantor. Subgrantee will account for any such generated income separately.
- e. Subgrantee shall not be required to maintain a separate bank account but shall separately account for WIA/WtW Grant funds on deposit. All funding under this agreement, will be made by check or wire transfer payable to the Subgrantee for deposit in Subgrantee's bank account or city and county governmental bank accounts. To provide for the necessary and

proper internal controls, funds should be withdrawn and disbursed by no less than two representatives of the Subgrantee. The Subgrantor will have a lien upon any balance of WIA/WtW Grant funds in these accounts which will take priority over all other liens or claims.

- f. Failure to adhere to the reporting requirements in item 12 of this agreement will result in funds not being released.

11. Records

- a. If participants are served under this agreement, the Subgrantee will establish a participant data system as prescribed by the Subgrantor.
- b. Subgrantee will retain all records pertinent to this agreement for a period of three years from the date of final payment of this agreement. If, at the end of three years, there is litigation or an audit involving those records, the Subgrantee will retain the records until the resolution of such litigation or audit.
- c. The Subgrantor and/or the U. S. Department of Labor, or their designee, will have access to and right to examine, monitor and audit all records, documents, conditions and activities related to programs funded by this agreement. Subgrantee's performance under the terms and conditions herein specified will be subject to an evaluation by the Subgrantor of the adequacy of the services performed, timeliness of response and a general impression of the competency of the firm and its staff.

12. Reporting

Subgrantee will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the Subgrantor.

13. Grievance and Complaint System

Subgrantee will establish and maintain a grievance and complaint procedure in compliance with WIA/WtW Grant, federal regulations and State statutes, regulations and policy.

14. Conflicts

- a. Subgrantee will cooperate in the resolution of any conflict with the U. S. Department of Labor that may occur from the activities funded under this agreement.
- b. In the event of a dispute between the Subgrantor and the Subgrantee over any part of this agreement, the dispute may be submitted to non-binding arbitration upon the consent of both the Subgrantor and the Subgrantee.

An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

15. Audits

- a. The Subgrantee will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements of OMB Circular A-133 (29 CFR 97.26 and 29 CFR 95.26).
- b. The Subgrantee and/or auditors performing monitoring or audits of the Subgrantee or its subcontracting service providers will immediately report to the Subgrantor any incidents of fraud, abuse or other criminal activity in relation to this agreement, the WIA/WtW Grant statutes, or their regulations.
- c. Before any funds are released under this agreement, the Subgrantee will describe how, if it becomes necessary, the Subgrantee will repay disallowed expenditures with non-federal funds.

16. Disallowed Costs

Except to the extent that the State determines it will assume liability, the Subgrantee will be liable for and will repay, to the Subgrantor, any amounts expended under this agreement found not to be in accordance with WIA/WtW Grant including, but not limited to, disallowed costs. Such repayment will be from funds (non-federal), other than those received under the WIA/WtW Grant programs.

17. Indemnification

- a. The following provision applies only if the Subgrantee is a governmental entity.

Pursuant to the provision of Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.

- b. The following provision applies only if the Subgrantee is a nongovernmental entity.

The Subgrantee agrees to the extent permitted by law, to indemnify, defend and save harmless the Subgrantor, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Subgrants, subcontractors, materials persons, laborers and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this

agreement, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Subgrantee in the performance of this agreement.

18. Labor Organizations

Subgrantee will consult with the appropriate labor organizations and/or employer representatives in the design, operation or modification of the programs under this agreement.

19. Nondiscrimination Clause

- a. The conduct of the parties to this agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated thereunder and the provisions of WIA, Section 188. In addition:
 - 1) During the performance of this subgrant/contract, Subgrantee and subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, pregnancy disability and denial of family care leave. Subgrantees and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990(a-f), set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this subgrant or its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
 - 2) This Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the subgrant/contract.

20. Subcontracting

- a. Any of the work or services specified in this agreement which will be performed by other than by the Subgrantee will be evidenced by a written agreement specifying the terms and conditions of such performance.

- b. The Subgrantee will maintain and adhere to an appropriate system, consistent with federal, State and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
- c. The system for awarding contracts will contain safeguards to insure that the Subgrantee does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

21. Confidentiality Requirements

The State of California and the Subgrantee will exchange various kinds of information pursuant to this agreement. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The Subgrantor and Subgrantee agree that:

- a. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
- b. Each party shall provide written instructions to all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the Civil Code, section 502 of the Penal Code, section 2111 of the Unemployment Insurance Code, section 10850 of the Welfare and Institutions Code and other applicable local, State and federal laws.
- c. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
- d. Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
- e. If the Subgrantor or Subgrantee enters into an agreement with a third party to provide WIA/Grant services, the Subgrantor or Subgrantee agrees

to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.

- f. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation. As of this date, the following are those individuals:

For the Subgrantor:

Name: _____

Title: Program Manager

Address: EDD, P.O. Box 826880, MIC ____, Sacramento, CA 94280-0001

Telephone No.: (916) _____

Fax No. (916) _____

For the Subgrantee:

Name:

Title:

Telephone No

Fax No.:

22. Signatures

This agreement is of no force and effect until signed by both of the parties hereto. Subgrantee will not commence performance prior to the beginning of this agreement.

WORKFORCE INVESTMENT ACT PERFORMANCE MEASURES

The Workforce Investment Act (WIA) requires that states establish performance measures in conjunction with Local Workforce Investment Boards, Local Chief Elected Officials, and the U.S. Department of Labor. These goals are to help ensure that programs funded under the WIA will increase employment, retention in employment, and the earnings of program participants.

California has, in implementing the WIA, successfully negotiated these performance goals for WIA Program Years 2000, 2001, and 2002. These goals relate to 15 core performance measures and two customer satisfaction measures, as required by law. Regional partnerships that are successful in proposing programs under the Caregivers Training Initiative Solicitation For Proposals will be required to address these 17 measures, as appropriate, based on the overall State goals, past local performance, and data on local program design. Proposed local outcomes must also take into account the requirements of the State evaluation that will be conducted under the CTI.

It should be noted that performance measures are listed under four categories. They are measures for the Adult Program, the Dislocated Worker Program, and programs for both older and younger youth. These performance measures and goals will apply to participants funded by either WIA or the State WtW Grant matching funds. The 17 measures and the State's negotiated goals follow.

Core Performance Measures:

ADULT PROGRAM

Adult Entered Employment Rate—*Of those who are not employed at registration-* Number of adults who have entered employment by the first quarter after exit, divided by the number of adults who exit during the quarter.

Adult Employment Retention Rate at Six Months—Number of adults employed in the first quarter after exit *and* also is employed in the third quarter after exit, divided by the number of adults who are employed in the first quarter after exit.

Adult Average Earnings Change in Six Months—*Of those employed in first quarter after exit* – Total post-program earnings minus Pre-program earnings, divided by the number of adults who exited during the quarter.

Adult Employment and Credential Rate—*Of adults who received training services (regardless of completion status)* - Number of adults who were employed in the first quarter after exit **and** received a credential by the end of the third quarter after exit, divided by the number of adults who exited services during the quarter.

DISLOCATED WORKER PROGRAM

Dislocated Worker Entered Employment Rate—Number of dislocated workers who have entered employment by the first quarter after exit, divided by the number of dislocated workers who exit during the quarter.

Dislocated Worker Employment Retention Rate at Six Months —Number of dislocated workers who are employed in the first quarter after exit **and** also are employed in the third quarter after exit, divided by the number of dislocated workers who are employed in the first quarter after exit.

Dislocated Worker Earnings Replacement Rate in Six Months—*Of those employed in the first quarter after exit* – Total post-program earnings divided by the Pre-dislocation earnings for dislocated workers who were employed in the first quarter after exit.

Dislocated Worker Employment and Credential Rate—*Of dislocated workers who received training services (regardless of completion status)* - Number of dislocated workers who were employed in the first quarter after exit **and** received a credential by the end of the third quarter after exit, divided by the number of dislocated workers who exited services during the quarter.

OLDER YOUTH (19-21) PROGRAM

Older Youth (19-21) Entered Employment Rate—*Of those who are not employed at registration and who do not move on to post-secondary education or advanced training*- Number of older youth who entered employment in the first quarter after exit, divided by the number of older youth who exit during the quarter.

Older Youth (19-21) Employment Retention Rate at Six Months—*Of those who do not move on to post-secondary education or advanced training* - Number of older youth employed in the first quarter after exit and who are *also* employed in third quarter after exit, divided by the number of older youth employed in first quarter after exit.

Older Youth (19-21) Average Earnings Change in Six Months—*Of those who are employed in the first quarter after exit and who do not move on to post-secondary education or advanced training* – Total post-program earnings minus

Pre-program earnings, divided by the number of older youth who exit during the quarter.

Older Youth (19-21) Credential Rate—Number of older youth who are in employment, post-secondary education *or* advanced training by the end of the first quarter after exit *and* received a credential by the end of the third quarter after exit, divided by the number of older youth who exited during the quarter.

YOUNGER YOUTH (14-18) PROGRAM

Younger Youth (14-18) Skill Attainment Rate—*All in-school youth and appropriately assessed out-of-school youth who need basic skills, work readiness or occupational skills*- Total number of basic, work readiness, and occupational skills goals attained by younger youth, divided by the total number of basic, work readiness, and occupational skills goals set.

Informational Measure—Number of younger youth who have attained at least 1 goal, divided by the total number of younger youth participants with a skill attainment goal.

Younger Youth (14-18) Diploma or Equivalent Attainment—*Of those who register without a diploma or equivalent* - Number of younger youth who attained a secondary school diploma or equivalent during the quarter, divided by the number of younger youth who exited during the quarter (except those still in secondary school).

Younger Youth (14-18) Retention Rate—Number of younger youth found in one of the following in the third quarter following exit:

- Post secondary education
- Advanced training
- Employment
- Military service
- Qualified apprenticeships

Divided by the number of younger youth who exited during the quarter (except that still in secondary school at exit).

California WIA Performance Levels

<u>Required Measure</u>	<u>California's Performance Levels</u>		
	PY 2000/01	PY 2001/02	PY 2002/03
1. Adult Entered Employment Rate	66%	68%	70%
2. Adult Employment Retention Rate	74%	76%	78%
3. Adult Earning Gain	\$3500	\$3600	\$3700
4. Dislocated Worker Entered Employment Rate	68%	69%	70%
5. Dislocated Worker Employment Retention Rate	81%	83%	85%
6. Dislocated Worker Wage Replacement	85%	86%	88%
7. Older Youth Entered Employment Rate	55%	56%	58%
8. Older Youth Employment Retention Rate	70%	72%	74%
9. Older Youth Earning Gain	\$2500	\$2600	\$2700
10. Younger Youth Skill Attainment Rate	65%	70%	75%
11. Younger Youth Diploma or Equivalent Rate	40%	42%	45%
12. Younger Youth Retention Rate	40%	42%	45%
13. Adult Employment and Credential Rate	40%	50%	60%
14. Dislocated Worker Employment and Credential Rate	40%	42%	45%
15. Older Youth Credential Rate	36%	42%	45%
16. Participant Customer Satisfaction Index	66	67	68
17. Employer Customer Satisfaction Index	64	65	66

Administrative Cost Definitions

There is an administrative cost limit of ten percent of the funds awarded under this contract.

All local grant recipients and lower tier subrecipients must follow the Federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the Federal principles for determining allowable costs which must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA/WtW program, participant, or performance requirements; or for collecting, storing and disseminating information are excluded from the administrative cost limit calculation.

- (a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of direct recipients, as well as, local grant recipients, local grant subrecipients, and local fiscal agents and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions;
 - (ii) Procurement and purchasing functions;
 - (iii) Property management functions;
 - (iv) Personnel management functions;
 - (v) Payroll functions;
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
 - (vii) Audit functions;
 - (viii) General legal services functions; and
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions.
 - (2) Performing oversight and monitoring responsibilities related to WIA/WtW administrative functions;
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of

equipment, utilities, office supplies, postage, and rental and maintenance of office space;

- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA/WtW systems; and
 - (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
- (c)(1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
 - (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information;
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
 - (iv) Local area performance information; and
 - (v) Information relating to supportive services and unemployment insurance claims for program participants.
 - (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

MINIMUM QUALIFICATIONS FOR IN-HOME SUPPORT, DIRECT CARE STAFF, CERTIFIED AND LICENSED CARE PROVIDERS

IN-HOME SUPPORT CARE WORKER

An in-home support care worker provides supportive services to the aged, blind, or disabled who cannot remain safely in their homes without the services. Support services include personal care and domestic services. Services are coordinated through the counties. (Refer to Welfare and Institutions Code Section 12300.)

Qualifications:

- Be at least 18 years of age.
- Successfully complete a criminal background check (in some counties).
- Complete on-the-job training in specific topics related to client care.

DIRECT CARE STAFF

Direct care staff provide care in the following environments:

Adult Day Health Care Centers provide organized day programs of therapeutic, social and health activities and service to elderly persons with functional, physical or mental impairments. Adult day health care services as a transition from a health facility or home health program to personal independence serving as an option to long-term care when not medically indicated or desired by recipient or family. (Refer to HS Code Section 1584)

Qualifications:

- Be at least 18 years of age
- Complete on-the-job training in emergency evacuation, protection of participant's personal rights, wandering behaviors, acceptable methods of redirection and use of egress control devices for persons with dementia or Alzheimers' disease.

Residential care facilities and facilities for the elderly provide 24-hour non-medical or incidental medical care of persons in need of personal services. Supervision, or assistance essential for maintaining the activities of daily living or for the protection of the individual. (Refer to Section 87565, T22, CA Code of Regulations).

Qualifications:

- Be at least 18 years of age
- Test for TB and pass health screening
- Successfully complete a criminal background check
- Complete on-the-job training appropriate for job assignment and demonstrate safe and effective job performance.

CERTIFIED HOME HEALTH AIDE (CHHA)

A CHHA provides basic nursing services, food preparation, and household services for individuals receiving physician prescribed care in their homes (or residential care facility). Services are provided through a licensed home health agency or hospital program under the supervision of a registered nurse. A CHHA may not provide any services which can only be performed by a licensed care professional such as a Registered Nurse or Licensed Vocational Nurse.

Requirements for home health aide certification are specified in the California Health and Safety Code, California Code of Regulations, Title 22 and Title 42, Code of Federal Regulations.

An applicant for certification as a home health aide shall meet the following qualifications:

- Be at least 16 years of age
- Test for TB and pass health screening
- Successfully complete a criminal background check
- Complete a minimum of 120-hours of home health aide training in a program approved by the Aide and Technician Certification Section, Department of Health Services, or
- If a certified nurse assistant, complete a 40-hour training program related to care in the home that is approved by the Aide and Technician Certification Section, DHS
- Be able to understand and read English to pass a final exam administered by the training program.

CERTIFIED NURSE ASSISTANT (CNA)

A CNA provides basic nursing services, directed at the safety, comfort, personal hygiene and protection of patients/residents, under the supervision of a licensed nurse in a licensed, long-term or intermediate health care facility. However, a CNA may not perform any nursing services that can only be performed by a licensed health care professional such as a registered (RN), vocational nurse (LVN) or psychiatric technician (LPT).

Requirements for nurse assistant certification are specified in the California Health and Safety Code, California Code of Regulations, Title 22 and Title 42, Code of Federal Regulations.

An applicant for certification as a nurse assistant shall meet the following qualifications:

- Be at least 16 years of age.
- Test for TB and pass health screening.
- Successfully complete a criminal background check.
- Undergo Registry verification to rule out findings of abuse, neglect and misappropriation of property.
- Complete a minimum of 150 hours of nurse assistant training in a program approved by the Aide and Technician Certification Section, Department of Health Services.
- Be able to understand and read English to successfully pass a nurse assistant certification and competency examination (with a score of 70 percent or more).

LICENSED VOCATIONAL NURSE (LVN)

A LVN is an entry-level licensed health care provider who is responsible for rendering basic nursing care. The LVN practices under the direction of a physician or a RN and may supervise unlicensed nursing staff. Licensed health care facilities, correctional treatment centers, agencies, outpatient clinics, doctors' offices, and dialysis centers, blood banks, vocational nursing programs and other licensed health care providers and suppliers may employ a LVN. However, a LVN may not represent them self as an independent practitioner.

Requirements for vocational nurse licensure are specified in the California Business and Professions Code and Vocational Nursing Practice Act.

An applicant for licensure as a vocational nurse shall meet the following qualifications:

- Complete the curricular requirements for a LVN.
- Successfully pass a TB test and health screening.
- Successfully complete a criminal background check.
- Successfully complete a minimum of 1,530 hours of training approved by the California Board of Vocational Nursing and Psychiatric Technicians.
- Be able to understand and read English to successfully pass the California Board of Vocational Nursing and Psychiatric Technician's examination for licensure as a vocational nurse.

LICENSED PSYCHIATRIC TECHNICIAN (LPT)

A LPT is an entry-level licensed health care provider who is responsible for care of mentally disordered and developmentally disabled clients. The LPT practices under the direction of a physician, psychologist, rehabilitation therapist, social worker, RN or other professional personnel. State hospitals, day treatment centers, developmental centers, correctional treatment centers, psychiatric hospitals and clinics, geropsychiatric centers, residential care centers and vocational training centers may employ a LPT. However, a LPT may not represent them self as an independent practitioner.

Requirements for psychiatric technician licensure are specified in the California Business and Professions Code and Psychiatric Technician Law.

An applicant for licensure as a psychiatric technician shall meet the following qualifications:

- Complete the curriculum requirements for a LPT.
- Successfully pass a TB test and health screening.
- Successfully complete a criminal background check.
- Successfully complete a minimum of 1,530 hours of training approved by the California Board of Vocational Nursing and Psychiatric Technicians.
- Be able to understand and read English to successfully pass the California Board of Vocational Nursing and Psychiatric Technicians' examination for licensure as a psychiatric technician.

REGISTERED NURSE (RN)

The RN is a licensed health care provider who is responsible for rendering basic health care that requires a substantial amount of scientific knowledge or technical skill. The RN practices under the direction of a physician and may have authority to oversee other RNs, LVNs, LPTs and other unlicensed nursing service staff. Health departments, HMOs, home health agencies, hospitals private practice, schools and long-term care facilities are settings where RNs practice. The RN, if certified, may represent them self as an independent practitioner.

Requirements for registered nurse licensure are specified in the California Business and Professions Code and Nurse practice Act.

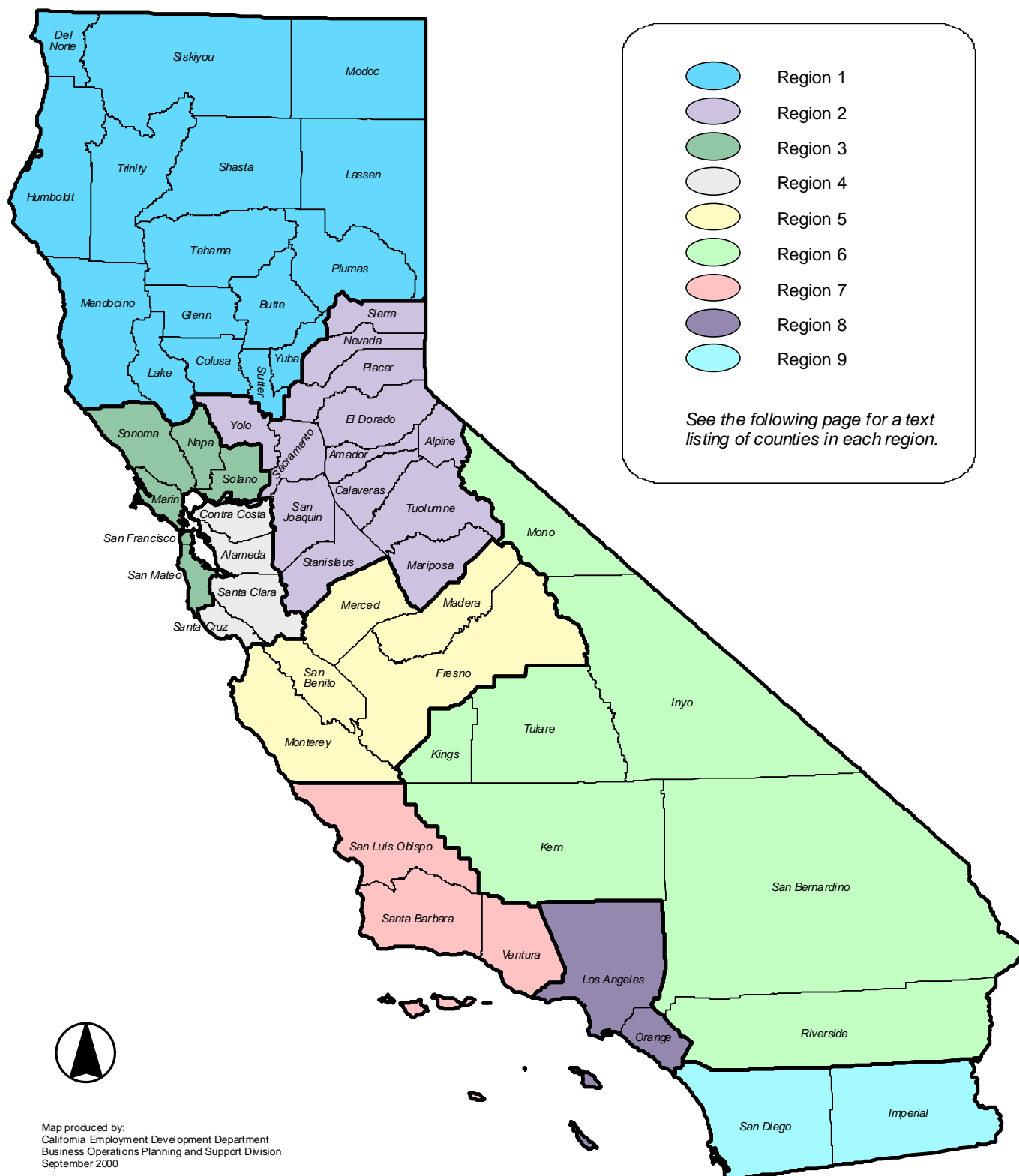
An applicant for licensure as a registered nurse shall meet the following qualifications:

- Complete the general education requirements as determined by the BRN.
- Successfully complete the curriculum requirements for a RN.

- Successfully pass the TB test and health screening.
- Successfully complete a criminal background check.
- Successfully complete the minimum hours of a course of instruction by an approved nursing school that meets the standards of the BRN.
- Be able to understand and read English to successfully pass the California BRN examination for licensure as a registered nurse.

California Caregiver Training Initiative

Regional Map



California Caregiver Training Initiative Regional List

Region 1 Counties:

Butte, Colusa, Del Norte, Glenn, Humboldt, Lake,
Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou,
Sutter, Tehama, Trinity, Yuba

Region 2 Counties:

Alpine, Amador, Calaveras, El Dorado, Mariposa,
Nevada, Placer, Sacramento, San Joaquin, Sierra,
Stanislaus, Tuolumne, Yolo

Region 3 Counties:

Marin, Napa, San Francisco, San Mateo, Solano,
Sonoma

Region 4 Counties:

Alameda, Contra Costa, Santa Clara, Santa Cruz

Region 5 Counties:

Fresno, Madera, Merced, Monterey, San Benito

Region 6 Counties:

Inyo, Kern, Kings, Mono, Riverside, San Bernardino,
Tulare

Region 7 Counties:

San Luis Obispo, Santa Barbara, Ventura

Region 8 Counties:

Los Angeles, Orange

Region 9 Counties:

Imperial, San Diego

CAREGIVERS TRAINING INITIATIVE ADVISORY COUNCIL MEMBERS

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California Health and Human Services Agency

Cliff Allenby, Director
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Employment Development Department

Joan Braconi, **Education Director**
Services Employees International Union

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Employment Training Panel

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Policy & Planning – Represents County Health
Executive Association of California

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American Red Cross

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Represents County Welfare Director's Association

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Licensing and Certification
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California Conservation Corps

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U.S. Department of Labor – ETA Job Corps

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Barbara Whitney, R.N., M.S.N. Specialist,
Health Occupations
Community Colleges Chancellor's Office

Welfare-to-Work Grant Eligibility and Allowable Activities

Use of Funds

A. ELIGIBLE CLIENTS

The approximate \$10 million in State General Fund match dollars for the federal Welfare-to-Work Grant Program can be used to provide services to the following types of clients:

1. Custodial Parents Who Are Current CalWORKs Recipients and:

- (a) Have received CalWORKs payments for at least 30 cumulative months; or
- (b) Will become ineligible for CalWORKs payments within 12 months due to the State 60-month lifetime limit on cash aid. This includes welfare recipients who are exempted or waived from CalWORKs work participation requirements by the county welfare department, but who would have faced ineligibility within 12 months without the exemption or waiver; or
- (c) Whose minor child is within 12 months of turning age 18 and becoming ineligible for CalWORKs payments; or
- (d) Have not received aid for 30 months or more and have characteristics associated with, or predictive of, long-term welfare dependence, such as dropped out of school, teenage pregnancy, or having a poor work history (in addition to these characteristics, WtW Grant partners may designate other attributes associated with, or predictive of, long-term welfare dependence); or
- (e) have not received aid for 30 months or more and have significant barriers to self-sufficiency (for example, barriers such as, but not limited to, victim of domestic violence, homelessness, mental illness, learning disabilities, legal issues, dental problems).

2. Non-Custodial Parents (NCPs) Who Are Unemployed, Underemployed or Having Difficulty Paying Child Support Obligations, and:

- (a) Their Minor Child(ren):
 - 1) Have received CalWORKs payments for 30 cumulative months or more; or
 - 2) Is within 12 months of turning 18 years of age and becoming ineligible for CalWORKs payments; or
 - 3) Is eligible for, or receiving, CalWORKs/TANF cash assistance; or

- 4) Have received TANF or CalWORKs payments during the preceding year but is no longer receiving assistance; or
- 5) Is eligible for, or receiving, assistance under the Food Stamp, Supplemental Security Income/State Supplementary Program, Medi-Cal or Healthy Families programs, or

(b) The custodial parent of the minor child(ren):

- 1) Have received CalWORKs payments for 30 cumulative months or more; or
- 2) Are within 12 months of reaching their federal lifetime limit on aid; and

(c) Upon enrollment in the WtW Grant program, must enter into a written or oral personal responsibility agreement with the WtW Grant operating entity or county welfare department and the Child support Agency (county district attorney); and

- 1) The agreement must take into consideration the NCP's employment and child support status and must be entered into not later than 30 days (or no later than 90 days, at the option of the WtW Grant operating entity) after the NCP is enrolled in the WtW Grant program; and, at a minimum, the agreement must include the following:
 - A commitment to cooperate in the establishment of paternity of the minor child through voluntary acknowledgement or other procedures and in the establishment of a child support order;
 - A commitment to cooperate in the payment of child support for his/her minor child, which may include a modification of an existing support order to take into account the ability of the NCP to pay child support and participation of the NCP in the WtW Grant program;
 - A commitment to participate in employment or related activities that will enable him/her to make regular child support payments, and if the NCP has not attained 20 years of age, such related activities may:
 - (i) Include completion of high school, or
 - (ii) A general equivalency degree, or
 - (iii) Other education directly related to employment; and
 - A description of the services to be provided by the WtW Grant program; and
 - A commitment to participate in services that are designated to assist the NCP to obtain and retain employment, increase earnings, and enhance the financial and emotional contributions to the well-being of his/her minor child.

- (i) As amended, the law requires before NCP information can be released by the Child Support Agency and county welfare departments, the safety of the custodial parent and the NCP's child(ren) be taken into account.

3. Adults No Longer Receiving CalWORKs Assistance

Individuals who are no longer receiving CalWORKs cash assistance because they have reached their State 60-month lifetime limit on aid, but would otherwise be CalWORKs eligible if they had not reached their lifetime limit on aid, are eligible to participate in the WtW Grant program.

4. Individuals Age 18 to 25 Years Old Who Were in Foster Care Placement as Minor Children.

These individuals are not required to have children, be recipients of public assistance or have any connection to public assistance other than having been foster care placement as a minor.

5. Low-Income Custodial Parents

Custodial parents who have annual income below 100 percent of the federal poverty level (as defined in section 673(2) of the Omnibus Budget Reconciliation Act of 1981) based on family size. These levels are generally revised each April.

Size of Family Unit	Poverty Guideline
1	\$ 8,350
2	11,250
3	14,150
4	17,050
5	19,950
6	22,850
7	25,750
8	28,650
For each additional person add \$2,900	

For example, a family of four with an annual income of less than \$17,050 would be eligible to participate in the WtW Grant program. NOTE: Custodial parents eligible under this criterion do not need to have any connection to CalWORKs program or any other public assistance programs.

6. Adults No Longer Receiving CalWORKs Cash Assistance

Individuals who are no longer receiving CalWORKs cash assistance because they have reached their State 60-month lifetime limit on aid, but would otherwise be

CalWORKs eligible if they had not reached their lifetime limit on aid, are eligible to participate in the WtW Grant program.

B. ALLOWABLE ACTIVITIES

The approximate \$10 million in State General Fund match dollars for the federal Welfare-to-Work Grant Program can be used to fund the following types of services:

1. Job readiness activities.
2. Six (6) months of pre-employment vocational education or job training.
3. Employment activities:
 - (a) Community service (paid);
 - (b) Work experience (paid);
 - (c) Jobs created through public or private sector employment wage subsidies; and
 - (d) On-the-job training (paid).
4. Job placement services.
5. Post-employment services continue to include, but are not limited to, the following:
 - (a) Basic educational skills training;
 - (b) Occupational skills training;
 - (c) English-as-a-second language; and
 - (d) Mentoring.
6. Job retention and supportive services after an individual is placed in a job readiness, pre-employment vocational education, job training, or employment activities. Such services include, but are not limited to:
 - (a) Transportation services;
 - (b) Substance abuse treatment;
 - (c) Child care assistance;
 - (d) Emergency or short-term housing assistance;
 - (e) Other supportive services.
7. Individual Development Accounts (IDAs).

NOTE: Job placement, job readiness, and post-employment services must be provided through contracts or vouchers if the operating entity is a Local Workforce Investment Board (LWIB). However, as amended by H.R. 3424, these services may be provided directly if the operating entity is not a LWIB, such as county welfare departments, nonprofit organizations or other private or public providers.

Workforce Investment Act Allowable Activities

Core services include:

1. Determinations of whether the individuals are eligible to receive assistance;
2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services;
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
4. Job search and placement assistance, and where appropriate, career counseling;
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a) Job vacancy listings in such labor market areas,
 - b) Information on job skills necessary to obtain the jobs described in clause (5.a.), and
 - c) Information relating to local occupations in demand and the earnings and skill requirements for such occupations; and
6. Provision of performance information and program cost information on eligible providers of training services, youth activities, adult education, postsecondary vocational education activities, and vocational rehabilitation program activities;
7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate;
8. Provision of information regarding filing claims for unemployment compensation;
9. Assistance in establishing eligibility for:
 - a) Welfare-to-Work activities, and
 - b) Programs of financial aid assistance for training and education programs that are available in the local area; and
10. Follow-up services, including counseling regarding the workplace, for participants in authorized workforce investment activities who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive services may include:

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:
 - a) Diagnostic testing and use of other assessment tools, and
 - b) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;
3. Group counseling;
4. Individual counseling and career planning;
5. Case management for participants seeking training services; and
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

Training services may include—

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Programs that combine workplace training with related instruction, which may include cooperative education programs;
4. Training programs operated by the private sector;
5. Skill upgrading and retraining;
6. Entrepreneurial training;
7. Job readiness training;
8. Adult education and literacy activities provided in combination with services described in (1) through (7) under training services; and
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Follow-up Services

The goal of follow-up services is to ensure job retention, wage gains, and career progress for participants who have been referred to unsubsidized employment. Follow-up services must be made available for a minimum of 12 months following the first day of employment. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities, and referral to supportive services available in the community.